

# Statement of Capabilities



2/2/2012

## Sotarıs Municipal Safety Services Overview

The following information provides an overview of professional safety services that Sotarıs provides to public-sector employers in support of their ongoing safety initiatives.

# Statement of Capabilities

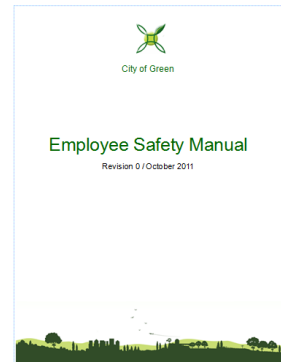
## SOTARIS MUNICIPAL SAFETY SERVICES OVERVIEW

### Background

Sotaris provides comprehensive professional safety services on behalf of public-sector employers throughout the U.S. Our services range from providing turn-key projects to facilitating the implementation of safety programs, including all necessary safety training. The following information provides an overview of Sotaris' offerings. Please contact Darryl Schumacher ([216-409-3563](tel:216-409-3563)/[djs@sotaris.com](mailto:djs@sotaris.com)) if you would like additional information including specific project and client references.

### Written Safety Program Development

Sotaris develops detailed written safety programs that specifically address the needs of your specific facilities and operations. Rather than generic "off the shelf" programs Sotaris carefully assesses your workforce demographics, workplace conditions, historical data, etc. to craft programs and associated training based upon your specific needs. Typically, we will generate a City/County Safety Manual that applies to all employees. Division-specific addendums accompany the base manual. As a part of our services, Sotaris reviews the Safety Manual regularly and makes modifications when necessary.



### Regulatory Assistance

Sotaris plays a variety of roles while interacting as a representative/intermediary with BWC and PERRP (Public Employers Risk Reduction Program). In addition to accompanying the PERRP representative while performing inspections on our client's sites, Sotaris assists in the development, maintenance and submittal of pertinent safety documentation to PERRP/BWC. Additionally, Sotaris can assist with the application and procurement of safety grant monies as they become available from State entities. For example, Sotaris recently assisted the City of Green with grant monies for the purchase of a new crash attenuator.






### Safety Assessments and Inspections

Sotaris provides wall-to-wall assessments and inspections that can either be wide-ranging or focused on a specific safety issues. Furthermore, when our inspectors discover deficit items such as uninspected extinguishers, eye washes/showers, AEDs, ladders, etc. they can perform the necessary actions to get that equipment current.



**SAFETY HAZARDS REPORT – AKRON WATER SUPPLY (as of 12-9-2011)**  
This is an ongoing record of safety hazards. Reviewer of this facility. Please correct these items as quickly as possible. Do not hesitate to contact John Miles at [jmiles@sotaris.com](mailto:jmiles@sotaris.com) or 330.714.9143 for more detailed information and assistance.

ID#	Date	Description of Safety Issue	Additional Detail/Photo	Recommended Corrective Action	Work Completed/Notes
ABS-04	8-28-11 9-27-11	Labels on all hand tools for manufacturers specifications with the part not broken in respect.		The manufacturer's instructions for proper use of tool(s).	
ABS-10	4-18-11	Expired and unexamined SCBA bottles are onsite.		Expiry of old SCBA bottles.	
ABS-11	4-18-11	Extinguishers on top of shed have expired but are not inspected monthly since September of 2010 and has expired the stated inspection.		Replace extinguishers with one that has had the annual inspection and inspect it monthly.	

**Safety Policy Meeting & Site Visit** 4320000  
4320000

Motor Equipment	Motor Equipment Garage
Meeting/Inspector: Jeff Brinkley/Chris Durkin	Type of Meeting: OTC Check/Review
Facilitator: Darby Contractor (Sotaris)	Notes Taken: Darby Contractor (Sotaris)
Attendees: Darby Contractor (Sotaris), Paul Collins (Sotaris), Jeff Hanks, Mike Journeay	

**Minutes**

**Agenda Item:** Motor Equipment Garage (Trucks)

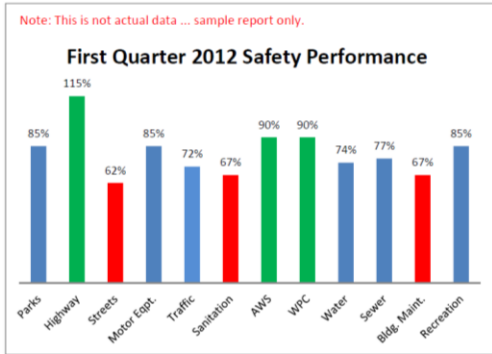
**Description:** Recent OTC inspections have determined that vehicles within the Motor Equipment garage are subject to Park/leave/OTC violations unless an engine starting, engine trouble, engine stall, or engine failure. The following items were noted during the inspection: 1) No one was present to assist with the engine starting process. 2) No one was present to assist with the engine stall or engine failure process. 3) No one was present to assist with the engine trouble process. 4) No one was present to assist with the engine starting, engine stall, or engine failure process. 5) No one was present to assist with the engine starting, engine stall, or engine failure process. 6) No one was present to assist with the engine starting, engine stall, or engine failure process. 7) No one was present to assist with the engine starting, engine stall, or engine failure process. 8) No one was present to assist with the engine starting, engine stall, or engine failure process. 9) No one was present to assist with the engine starting, engine stall, or engine failure process. 10) No one was present to assist with the engine starting, engine stall, or engine failure process.



- Looking East:**
  - 1) In the future, garage personnel will need to make sure that proper documentation/inspections are taken to ensure the safe and appropriate use of the equipment.
- Looking West:**
  - 1) In the future, garage personnel will need to make sure that proper documentation/inspections are taken to ensure the safe and appropriate use of the equipment.

## Management Support

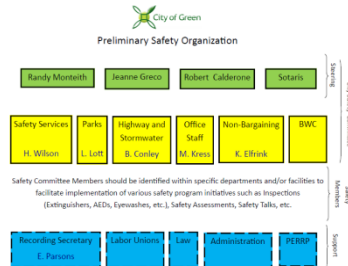
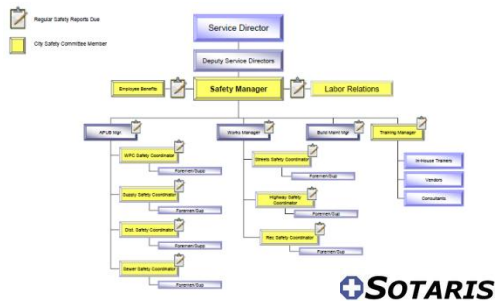
Sotarís can supplement the County’s internal resources by providing well-reasoned safety consultation. Additionally, Sotarís offers comprehensive recording and reporting documents that effectively illustrate how well safety initiatives are being implemented throughout the City/County so that appropriate actions can be taken.



Street Cleaning		Overall Rating		Possible		Actual		Scoring Description		First Quarter Notes	
Overall Rating		62%									
Training Rating		68%									
Monthly Safety Contact	45	15	15 possible points per month for each documented monthly contact		Held one toolbox talk (PPE)		Performed three full training sessions (Chainsaw Safety, Working at Heights, Hearing Conservation)				
Formal Safety Training	50	50	Subjective rating based upon formal safety training performed during quarter								
Performance Rating		50%									
Safety Assessment(s)	50	25	Assessment(s) will be performed through the quarter. Overall progress will be graded based upon quantity, severity, etc.		Safety assessment revealed 15 new violations.						
Unannounced Inspections	50	25	Unannounced Audit(s) will be performed through the quarter. Rating will be graded based upon findings		Field audit found three workers not wearing their PPE						
Modifiers											
Near Miss Submittals	10	15	Possible point additions - Subjective		Received two near miss reports.						
Accident/Incidents	-15	15	Possible point reductions - Subjective		Avoidable accident experienced.						
City Safety Committee Participation	10	15	Possible point additions - Subjective		Performed internal safety manual review						

## Safety Committee Development

Sotarís can establish, chair or co-chair a Safety Committee on behalf of Lake County. For example, approximately five years ago, Sotarís formed the City of Akron’s City Safety Committee. The CSC’s membership includes representatives from all divisions (Water Pollution Control, Water Supply, Sewer Maintenance, Water Distribution, Parks, Highway, Motor Equipment, Streets, etc.) who play a key role in getting the safety message out to affected personnel in the field. Typical CSC meeting agendas include review of accidents/incidents/near misses, focused safety initiatives (i.e. monthly safety topics trained to and support materials distributed), safety assessment/inspection findings, etc.



## Professional Safety Training

Sotarís provides extensive professional safety training that can be tailored to specifically address Lake County’s needs. In addition to our classroom instruction, Sotarís can provide hand’s on training, demonstration, etc.

- Certified OSHA General Industry (10Hr/30Hr)
- EPA Contact Hours
- NFPA 70E Arc Flash and related Electrical Safety Work Practices
- Customized on-site, off-site and on-line safety training
- First Aid/CPR/AED
- MUTCD (Manual Uniform Traffic Control Devices)
- Powered Industrial Truck
- Working at Heights/Fall Protection
- Confined Space
- HazCom
- Respiratory Protection
- Bloodborne Pathogens



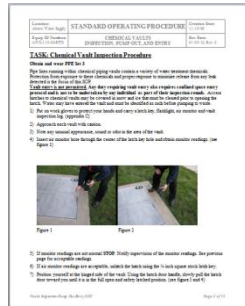
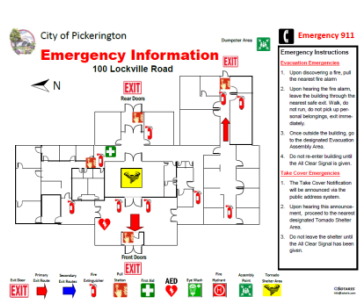
Additionally, in support of Sotarís' training efforts, we regularly develop site-specific support materials that can be distributed to workers and be used to facilitate town-halls and toolbox talks.



### Representative Private-Sector Safety Initiatives

The following items cite recent Sotarís public-sector client accomplishments:

- Performed facility-wide lockout/tagout coverage on behalf of Water Pollution Control plants in Ohio and South Carolina
- Developed comprehensive permit required confined space program and associated training to insure the safety of workers inspecting underground vaults
- Performed facility-wide lockout/tagout coverage on behalf of Water Supply plant
- Assisted in procuring Ohio grant monies for purchase of new crash attenuator
- Develop Safety Progress Reporting Process for major municipality
- Facilitated certified AED/First Aid/CPR training for over 200 workers in two month period
- Evaluated approx. 70 pump stations to establish confined space, fall protection, electrical and lockout/tagout protocols based upon tasks being performed
- Accompanied PERRP representative with unannounced field inspections of City workers
- Provided division-wide respirator fit testing for affected personnel
- Developed relational database for purposes of tracking required safety training of City workers
- Developed City-wide evacuation plans for all buildings
- Evaluated all City lift stations to determine arc flash protection requirements
- Assisted in the development of Emergency Action Plans and support documents for inclusion within facility Knox box
- Worked with Personnel Department to define safety experience required of potential new-hires



## Representative Public-sector Clients

At Lake County's request, Sotaris can provide specific client references that may be contacted to discuss Sotaris' capabilities and performance.



## Budgetary Cost Estimate

Upon our evaluation of Lake County's organizational structure and specific safety needs, Sotaris would recommend the following budgetary hour/cost allocations:

- 60-80 hours/month Safety Program Review, audits, on-site consultation, accident investigation, etc.
- 10-20 hours/month of Safety Training
  - Topics could include any of the items listed within this document
  - Based upon the findings associated with the monthly safety audits, Sotaris would also make recommendations regarding what training is warranted
- Budget of \$6500 per month