

**NOTICE OF MEETING
REGULAR MEETING**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. SYNOPSIS APPROVAL**
 - A. Approval of the Meeting Synopsis of November 5, 2015
Page 3
- 6. VISITORS**
- 7. PUBLIC HEARING**
- 8. PENDING BUSINESS**
 - A. Animal Shelter Fee Schedule **Page 7**
 - B. Volunteerism
 - C. Dog License Educational Pamphlet
 - D. OSHA Compliance **Page 9**
- 9. NEW BUSINESS**
 - A. Animal Shelter visit - Bring copy of Shelter Care Checklist
- 10. INFORMATIONAL ITEMS**
 - A. Animal Shelter layout **Page 27**
 - B. Animal Shelter Budget - 2016 Budget Workbook **Page 29**
 - C. Public Comments – Brian Smith, Hal Smith & Susan McLane **Page 31**
 - D. Memorandum from Assistant City Manager re: Sustainable Animal Shelter Review Committee Extension **Page 33**
- 11. COMMENTS OF THE AUDIENCE**
- 12. COMMENTS OF CITY STAFF**
- 13. COMMENTS OF THE TASK FORCE**
- 14. ADJOURNMENT NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 3, 2015 AT 5:15**
at the City Hall Conference Room located at 491 E. Pioneer Ave, Homer, Alaska.

SYNOPSIS OF SUSTAINABLE ANIMAL CONTROL REVIEW COMMITTEE

CALL TO ORDER – Francie Roberts called the meeting to order at 5:15 PM. Present were Will Hutt, Casey Moss, Sherry Bess, and Francie Roberts. Dorothy Sherwood was absent.

APPROVAL OF THE AGENDA – The agenda was approved except item 6a postponed until the next meeting. There was a laydown letter from Pat Moss that was not included in the agenda packet.

PUBLIC COMMENTS

Hal Smith testified that he was in favor of utilizing volunteers to assist the shelter operators in alleviating their long hours. He was concerned about cleanliness and disease at the shelter and the financial implications that this situation involved. He was in favor of monthly visits by veterinarians to help the shelter maintain healthy animals.

Bryan Smith testified he would more comments at the end of the meeting but he was surprised by Dr. H Smith's testimony.

RECONSIDERATION - None

SYNOPSIS APPROVAL – The synopsis of October 8th was approved with the change of item 10d. "Fees charged by Sherry if called out after hours by HPD animal control issue could be increased to \$75. If an animal is impounded then charging more also for this step."

VISITORS - none

PENDING BUSINESS

- A. Animal Shelter Fee Schedule – There was considerable discussion regarding the proposed fee schedule from our last meeting. The result was a new Fee Schedule to be sent to the council for their approval. Patrick will prepare a memorandum. An attempt was made to make the impound fees make more sense, as the number of offenses went up.
- B. Animal Shelter Budget – no discussion and members determined they wanted to move this item to the Informational section.
- C. Animal Shelter Contract - No discussion
- D. Volunteerism – A discussion concerning the Standard Operating Procedure was held. Sherry said she did not think it was necessary. Sherry had sent a letter to the committee concerning her take on volunteerism. Sherry said she would work on a rough draft of a

- volunteer manual, based on other ones, that could work for Homer Animal Shelter. She will bring it to the next meeting.
- E. Dog License Educational Pamphlet – Homer Animal Friends has several people willing to work on this pamphlet. Patrick reminded the committee that inclusion of the pamphlet in the bills will not occur for at least six months, as this is a new project for the city.
 - F. Animal Shelter Visit on November 19th, 2015 – Dots Sherwood submitted a Shelter Care Checklist, but as she was absent, most of the discussion of this item was deferred until the next meeting. Committee members discussed the responsibilities of Public Works vs. Homer Police Department.

NEW BUSINESS

- A. Preliminary Report to Council – Francie presented a preliminary list of actions the Sustainable Animal Shelter Review Committee will present to the council upon conclusion of the committee. Members felt they needed more time than provided to conclude the business of the committee. Members voted to ask Patrick to submit a memorandum to the council to extend the life of the committee.
- B. OSHA Compliance – Though the OSHA requirements at shelters were not available to the committee, the committee discussed the merits of requesting an OSHA inspection. Several members felt there was no consequence to the Homer Animal Shelter if an inspection was requested but the resulting information would be helpful to the shelter operators.

COMMENTS AUDIENCE

Bryan Smith testified the shelter currently has 9 tremendous volunteers and more may not be needed. He did believe Dr. Smith had valid concerns regarding disease in the shelter, regarding ear mites and respiratory problems. So far this has been a good process, though originally Bryan had trepidation. Sherry Bess deserves a big thank you for all she has done for Homer's shelter

Pat Moss testified a Standard Operating Procedure (SOP) tells one how to run a shelter, should the operator not be able to in an emergency. She believes the shelter would be better served if the operator was a paid city employee. She wonders if Public Works is doing regular walk throughs, then why does the chain link and concrete still need repair. OSHA is important to safe operation of a shelter.

COMMENTS OF CITY STAFF – Patrick addressed the SOP discussion and felt committee should address this.

COMMENTS OF TASK FORCE

Will Hutt asked who oversees the air exchange system and is this system working properly?

Casey Moss was glad to see the public involved with the process.

Sherry Bess thank Pat Moss, Hal Smith and Bryan Smith for their comments. She acknowledged ear mites in cats have been a problem and they have worked with Dr. Dean to alleviate them.

Francie Roberts was pleased with the process.

ADJOURNMENT – Next meeting will be November 19th, 2015 at 5:15. The meeting will begin at the Homer Animal Shelter and continue at the Homer City Hall Conference Room.



City of Homer

www.cityofhomer-ak.gov

Administration

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Wythe and Homer City Council
 THROUGH: Katie Koester, City Manager
 FROM: Patrick Lawrence, Assistant City Manager
 DATE: November 23, 2015
 SUBJECT: Sustainable Animal Control Review Committee - New Shelter Fees

Over the past few meetings the SACRC has come up with a fee schedule they feel is more appropriate for the animal shelter. The committee reviewed other shelter fees throughout Alaska as well as considered the specific cost of doing business in Homer when creating this new schedule. Some of the suggestions raise the existing fees and others lower the fees.

<u>Type</u>	<u>Current</u>	<u>Proposed</u>
Dog License - Altered (2 yrs)	\$15	\$25
Dog License – Unaltered (2 yrs)	\$75	\$100
Adoption	\$15	\$75
Kennel License (2 yrs)	\$150	\$150
Replacement fee, lost license	\$6	\$6
Rabies Voucher	\$13	\$16
Quarantine at Home	\$40	\$50
Quarantine at Shelter	\$40 + Boarding	\$50 + Boarding
Boarding Fee per Day	\$20	\$25
Pick up at Residence for Owner Release	\$25	\$35
Owner Turn In	\$5	\$25
Turn in for Euthanasia	\$15	\$30

<u>Impound Fees</u>	<u>Unaltered</u>	<u>Altered</u>	<u>Unaltered</u>	<u>Altered</u>
1st Offense	\$35	\$25	\$50	\$40
2nd Offense	\$50	\$40	\$70	\$50
3rd Offense	\$85	\$75	\$100	\$70
4th Offense or more	\$100	\$100	\$140	\$100

Recommendation: Adopt the proposed fee schedule as written.

ASPCA Professional

Webinar

Shelter Guidelines: A Healthy and Safe Environment

Date: October 13, 2011

Presenter: Panel Presentation

Webinar Recording »

Social Media:

Webinar presented by:

-Jeanette O'Quin, DVM, Clinical Assistant
Professor, The Ohio State University, Columbus, OH
-Mary Blinn, DVM, Shelter
Veterinarian, Charlotte/Mecklenburg Animal Care and
Control, Charlotte, NC

The Association of Shelter Veterinarians (ASV) compiled the Guidelines for Standards of Care in Animal Shelters to provide research-based guidelines that will help any sheltering operation meet the physical, medical, and behavioral needs of the animals in their care.

The ASPCA and ASV presented a series of 1-hour webinars through early 2012, each spotlighting a section of the ASV guidelines.



This webinar covers:

- Public health threats in the shelter environment
- Ways to minimize risk for staff and volunteers, animals, and the public
- OSHA requirements

Top Tips from This Webinar

Let the Labels Do the Talking

Materials

-  Webinar Slides
 -  Public Health Resources
-

To alert staff to take precautions with certain animals, use signs or color-coded cage cards. For example, sick animals in isolation areas can be identified by signs saying, "zoonosis" or "giardia," while aggressive animals and those who may bite can be labeled with "will bite" signs or red cage cards. To protect staff, make sure that cleaning supplies that aren't contained in clearly labeled manufacturers' containers (for example, a bleach-and-water mixture) are labeled with names of products and chemicals and their risks.

Would You Dogs Keep It Down, Please?

The noise in a typical kennel area, with its barking dogs — and hard surfaces that enhance the sounds — can reach noise levels of 100dB or more. When you have to raise your voice just to be heard, that may be a sign that staff need hearing protection for safety. Here are a few ways to address the problem:

- Add sound-absorbing materials in the kennel area.
- Ask staff to keep noise to a minimum by not banging cage doors or metal bowls.
- Use environmental enrichment, like filled Kongs, to keep dogs busy and (hopefully) decrease barking.

Beyond Your Four Walls

Public-health protection involves efforts that reach beyond your facility. Foster caregivers should not be asked to care for animals with known zoonotic diseases. (Exceptions may be made in cases of certain illnesses and experienced volunteers.) All foster volunteers should be educated about the potential risks of zoonoses and should know what to do in case an animal becomes ill or bites someone, including the steps to take if the shelter is closed.

Be Proactive

OSHA, the federal Occupational Safety and Health Administration, doesn't just respond to workplaces after receiving complaints; you can also invite someone from the agency in for a facility review. A representative will make observations and explain the changes you need to make to come into compliance, and you won't be fined for any violations (unless you fail to correct them in a reasonable time period).

Glove Guidelines — and When to Wash

Handwashing is the best way to protect people and animals in the shelter from infectious disease. When appropriately used, disposable gloves are also an excellent disease prevention tool. However, they're just as capable of spreading disease as bare hands if the wearer doesn't follow proper biosecurity rules. Ideally, if you would wash your hands before going on to the next task, then it's time to change your gloves to a new pair. Because gloves can carry and spread fomites, remove them carefully and take care not to touch the outsides. It's also a good practice to wash your hands after removing them (or other personal protective equipment), as well as after you handle animals or their food, and before you eat, smoke, touch your face, or change your contacts.

Related Resources

Standards for Guidelines of Care Webinar Series

Vaccinate at Intake

Welcome to today's presentation. We are delighted to have your participation. While you are waiting for the presentation to begin below are a few helpful tips:

- > **TO JOIN THE AUDIO PORTION OF THE PRESENTATION, PLEASE CALL (800)832-0736 AND ENTER CODE 9283443.**
- > **PLEASE DO NOT PUT YOUR PHONE ON HOLD**
- > **PLEASE MUTE YOUR PHONE BY USING YOUR MUTE BUTTON OR BY PRESSING *45# ON YOUR TELEPHONE KEYPAD**
- > **IF YOU HAVE ANY DIFFICULTIES, PLEASE EMAIL paulac@americanhumane.org**

AMERICAN HUMANE ASSOCIATION
The nation's voice for the protection of children & animals

OSHA Compliance For Animal Shelters

American Humane's Complete OSHA and Safety Guide for Animal Shelters
 By Debra J. Fitzgerald, CMAA
 AMERICAN HUMANE
 Protecting Children & Animals Since 1877

CAUTION
IF YOU THINK OSHA IS A SMALL TOWN IN WISCONSIN YOU'RE IN TROUBLE

BRADY MS1134

AMERICAN HUMANE
 Protecting Children & Animals Since 1877

What is OSHA?

The Occupational Safety and Health Administration is an agency of the U.S. Department of Labor created under the Occupational Safety and Health Act of 1970. OSHA's mission is to prevent work-related injuries, illnesses and deaths by issuing and enforcing federal standards for workplace safety. All OSHA standards and guidelines can be found at www.osha.gov

AMERICAN HUMANE
 Protecting Children & Animals Since 1877

Why should I worry about OSHA?

- Keep employees safe on the job
- It's the law
- Reduce absenteeism due to work-related injuries or illnesses
- Reduce worker's comp claims and insurance costs
- Decrease the likelihood of OSHA inspections, citations and fines

AMERICAN HUMANE
 Protecting Children & Animals Since 1877

State OSHA's

States with approved plans covering both public and private sectors:

- Alaska
- Arizona
- California
- Hawaii
- Indiana
- Iowa
- Kentucky
- Maryland
- Michigan
- Minnesota
- Nevada
- New Mexico
- North Carolina
- Oregon
- Puerto Rico
- South Carolina
- Tennessee
- Utah
- Vermont
- Virginia
- Washington
- Wyoming

States with approved plans covering the public sector only:

- Connecticut
- New Jersey
- New York
- Virgin Islands

States with unapproved plans:

- Ohio

New Mexico Occupational Health & Safety Bureau

Your state plan can be found here:

http://www.nmenv.state.nm.us/Ohsb_Website/StatePlan/

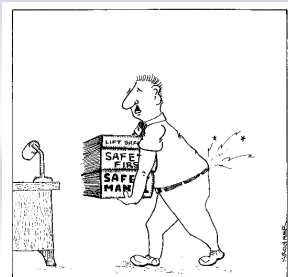


OSHA's General Duty Clause

- Some of the most critical safety issues in shelters are not specifically addressed by any OSHA standard, but they do fall under the "General Duty Clause"
- The General Duty Clause requires an employer to "furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees"



Create a Safety Manual



Create a Safety Manual

- Not required by OSHA
- Best means of organizing all safety related information in one place
- Separate from your general policies and procedures manual
- Primary means of communicating and enforcing your shelter's safety policies and procedures
- Every employee should receive a copy upon hire
- Maintain a copy in an easily accessible location, such as the staff break room



Create a Safety Manual

- Develop an outline
- Address one topic at a time
- Begin with the most serious safety issues
- Involve your staff
- Create a written policy
- Staff training
- Implementation
- Enforcement



Perform a Hazard Assessment

- Fill out a Work Hazard Assessment Form for each area and task
- Interview and observe staff
- Consult MSDS's for tasks that involve use of chemicals
- Make changes or adjustments to improve workplace safety
- Engineering controls
- Procedural Controls
- Use of PPE only when engineering or procedural controls are not possible



Know Your Employer Rights

- Implement and enforce safety rules in the workplace
- Be present or designate a representative be present during any inspection or investigation by OSHA
- Require that an OSHA compliance officer obtain a search warrant before entering or inspecting the business
- Request that an inspection be postponed to a more convenient time
- Maintain confidentiality of trade secrets



Know Your Employer Rights

- Consult an attorney before, during or after an inspection and before responding to any inquiry
- View any complaint that has been alleged against the business
- Require that employees be interviewed at a time that does not unreasonably impact their job duties
- Appeal findings or citations issued by OSHA




Know Your Employer Responsibilities

- Provide a workplace free from recognized or unnecessary hazards
- Implement and enforce safety rules and communicate them to employees in a clear manner
- Provide all required PPE and adequate training for its use
- Provide safety training to all employees on the potential hazards associated with their jobs and the steps necessary to perform their jobs safely



Know Your Employees' Rights

- Workplace free from recognized hazards
- Be informed of their rights under the OSH Act
- Be informed of known hazards
- Be trained to safely perform their job
- Be provided with and instructed on the use of all required PPE
- View and receive copies of all applicable OSHA standards




Know Your Employees' Rights

- Have access to all illness, injury and exposure records maintained as part of the business
- Be present in the workplace when safety monitoring is performed
- File a complaint with their employer and/or OSHA when a hazard requires correction
- Speak to an OSHA compliance officer privately during an inspection



Know Your Employees' Responsibilities

- Read the OSHA poster
- Comply with all applicable OSHA Standards
- Follow all employer safety and health rules
- Use required PPE
- Report any hazardous conditions to their employer
- Report any job-related injury or illness to their employer promptly
- Cooperate with an OSHA compliance officer during an inspection



Required Postings



AMERICAN HUMANE
Protecting Children & Animals Since 1877

OSHA Poster 3165

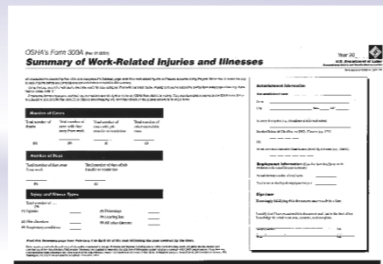


AMERICAN HUMANE
Protecting Children & Animals Since 1877



AMERICAN HUMANE
Protecting Children & Animals Since 1877

OSHA Form 300A



AMERICAN HUMANE
Protecting Children & Animals Since 1877

Hazard Warning Signs



AMERICAN HUMANE
Protecting Children & Animals Since 1877

Exit Signs



AMERICAN HUMANE
Protecting Children & Animals Since 1877

Other Required Postings

- Notices of OSHA inspections
- OSHA citations
- Written Hazard Communication Plan
- Written Fire Prevention and Emergency Response Plan



Staff Training



"Don't tell me how to work safely!
I've been at this job for over five years!"



Staff Training

- Employees must be trained before they are exposed to a hazard
- Safety training must be documented
- Read shelter safety manual before starting
- Interactive training with manager



Required Training

- General Duty Clause
- Employee's rights and responsibilities
- Fire prevention and emergency response plan
- Noise exposure
- Ionizing radiation
- PPE
- Signs
- Medical services and first aid
- Portable fire extinguishers
- Hazard communication plan



Multi-Employer Workplaces



Multi-Site Workplaces



Independent Contractors

- OSHA requires that you assume the role of employer
- Must undergo the same safety training and follow the same rules as your regular employees






Volunteers


- NOT covered by OSHA
- Not required to report injuries, require PPE or provide safety training
- Volunteers that are adequately trained in safe animal handling and use of chemicals are more likely to have a positive experience






Work-Related Injuries and Illnesses






Reporting of Work-Related Injuries and Illnesses

- Death
- Loss of consciousness
- Fractured bone
- Punctured eardrum
- Chronic or irreversible disease
- At least one day of missed work
- Restriction of abilities or duties
- Needle stick contaminated with human blood
- Removed from the job for medical reasons listed under the OSHA health standard
- Medical treatment other than first aid





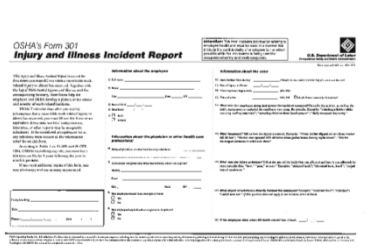
What is considered first aid?


- Non-prescription medications
- Cleaning, flushing, soaking a superficial wound
- Wound coverings
- Hot or cold therapy
- Non-rigid means of support
- Eye patches
- Irrigation to remove foreign bodies in the eye
- Irrigation, tweezers to remove foreign bodies from other areas
- Finger guards
- Massage
- Tetanus vaccines
- Drinking fluids to relieve heat stress



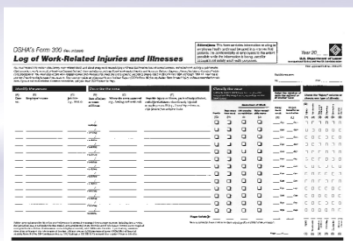


OSHA Form 301

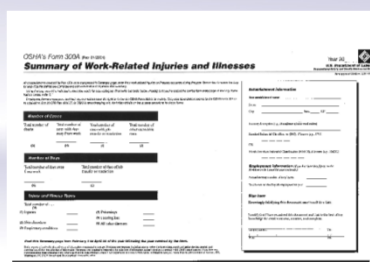




OSHA Form 300



OSHA Form 300A



Record Maintenance

- Shelters are NOT required to report work-related injuries or illnesses to OSHA unless they involve a death, work-place violence or hospitalization of five or more employees
- Records must be maintained for 5 years
- Records must be readily available for inspection by authorized state or federal OSHA officials
- Employees and former employees are permitted to access the Log (Form 300) and Summary (Form 300A) only



Personal Protective Equipment



Personal Protective Equipment

- PPE is NOT optional!!!!!!!!!!!!
- Maintain adequate quantities and appropriate sizes
- Allow staff to choose PPE
- Maintain in useable and sanitary condition



Noise Hazards

- OSHA requires a hearing conservation program when employees are exposed to noise levels above 85 dB based on an 8 hour time-weighted average (TWA)
- Most animal shelters have unacceptable noise levels in dog kennel areas
- Hearing protection required!!!



Noise Hazards



 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Hazard Communication Standard

- Also known as the “Right to Know Law”
- When employees are required to be exposed to a hazardous chemical, they have a right to be informed of the hazard, to be able to identify the hazard and know how to take protective measures to minimize their exposure
- Requires every business that handles, stores or uses potentially hazardous chemicals to have a written plan for informing workers of the safety information
- Applies to all chemicals on the premises

 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Hazard Communication Standard

Has five specific requirements:

1. The plan must be in writing
2. A complete list of all hazardous chemicals must be maintained at all times
3. A Material Safety Data Sheet (MSDS) must be maintained for each chemical on the list
4. All containers of hazardous chemicals must be properly labeled
5. All employees must be trained on the hazards and safety aspects of each chemical

 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Written Hazard Communication Plan

Must include the following:

1. Introduction stating the purpose of the plan
2. Name and contact information for the person(s) designated to handle safety issues
3. Description of the identification system used to label hazardous chemicals along with a sample label
4. Location of the MSDS binder and the method by which the sheets are filed
5. Detailed staff training information, including scheduling, materials used, objectives and person(s) responsible for conducting the training

 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Hazardous Materials List

- With very few exceptions, the list must include all products that are in liquid or powdered form
- Products with the same formulation, but of different brand names, must be listed as separate products
- Products of the same brand, but with different formulations, must be listed as separate products
- Create the list by going room by room
- Throw out old or donated products that are not used
- Maintain list in a spreadsheet and sort alphabetically
- A copy of the list should be placed in the front of your MSDS binder



 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Hazardous Materials List

Exceptions include the following:

- Medications in solid form, not including capsules, gels, powders or crushed tablets
- Food and nutritional products, including KMR, IV fluids and liquid vitamins
- Drugs or cosmetics intended for personal consumption by employees
- Articles that contain hazardous materials, such as thermometers, pens and autoclave tape
- Any common consumer product when it is used in the same manner as a normal consumer would use it

 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Material Safety Data Sheets




AMERICAN HUMANE
Protecting Children & Animals Since 1877

Material Safety Data Sheets

- You must have an MSDS for every product on your Hazardous Materials List
- Obtain online from manufacturer’s website or call and request by phone – you must have hard copies
- Must be filed in a uniform way, such as alphabetically by product name
- Must be readily accessible to all staff at all times
- Review every MSDS for PPE requirements and ensure that staff is informed and trained via your Hazard Communication Plan

AMERICAN HUMANE
Protecting Children & Animals Since 1877

Secondary Container Labels



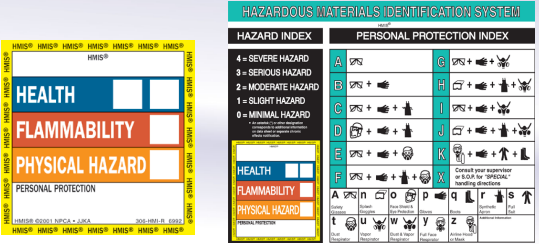
AMERICAN HUMANE
Protecting Children & Animals Since 1877

Secondary Container Labels

- All secondary containers must be labeled, regardless of their size
- May be commercially produced or handmade
- Name of the chemical consistent with your MSDS filing system
- Strength of the chemical, if indicated
- Appropriate hazard warnings from the MSDS, which must include health, flammability and reactivity hazards AND required PPE

AMERICAN HUMANE
Protecting Children & Animals Since 1877

Secondary Container Labels



HAZARD INDEX		PERSONAL PROTECTION INDEX	
4 = SEVERE HAZARD	A	C	SPS + ME + S
3 = SERIOUS HAZARD	B	H	SPS + ME + S + R
2 = MODERATE HAZARD	C	I	SPS + ME + S + R + P
1 = SLIGHT HAZARD	D	J	SPS + ME + S + R + P + G
0 = MINIMAL HAZARD	E	K	SPS + ME + S + R + P + G + F
	F	X	SPS + ME + S + R + P + G + F + D
	P	Y	SPS + ME + S + R + P + G + F + D + E
	A	+	SPS + ME + S + R + P + G + F + D + E + C
	N	+	SPS + ME + S + R + P + G + F + D + E + C + B
	O	+	SPS + ME + S + R + P + G + F + D + E + C + B + A
	U	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H
	W	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I
	X	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J
	Y	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K
	Z	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P + Q
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P + Q + R
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P + Q + R + S
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P + Q + R + S + T
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P + Q + R + S + T + U
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P + Q + R + S + T + U + V
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P + Q + R + S + T + U + V + W
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P + Q + R + S + T + U + V + W + X
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P + Q + R + S + T + U + V + W + X + Y
	+	+	SPS + ME + S + R + P + G + F + D + E + C + B + A + H + I + J + K + L + M + N + O + P + Q + R + S + T + U + V + W + X + Y + Z

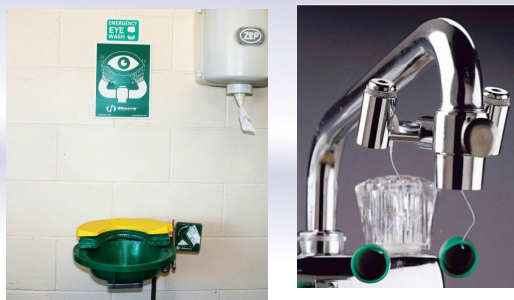
AMERICAN HUMANE
Protecting Children & Animals Since 1877

Eyewash Stations



AMERICAN HUMANE
Protecting Children & Animals Since 1877

Eyewash Stations



AMERICAN HUMANE
Protecting Children & Animals Since 1877

Waste Disposal

Falls under OSHA's General Duty Clause
Five types of waste generated in animal shelters:

1. Animal waste
2. Biological hazardous waste
3. Sharps
4. Chemical Hazardous Waste
5. General Waste



AMERICAN HUMANE
Protecting Children & Animals Since 1877

Animal Waste

- Urine , feces, vomitus and blood are not considered to be hazardous to humans
- Dispose of in regular trash
- Use good sanitation practices
- Suspected zoonotic diseases are the exception



AMERICAN HUMANE
Protecting Children & Animals Since 1877

Biological Hazardous Waste

- Biomedical waste and sharps disposal is regulated by individual states
- Blood tubes, syringes, vaccine vials, IV lines, sponges, bandages and animal tissues are considered to be biomedical waste only when they contain human pathogens or when used on an animal infected with a zoonotic disease



AMERICAN HUMANE
Protecting Children & Animals Since 1877

Sharps

- Defined as any device capable of puncturing, lacerating or penetrating the skin
- Some states also classify syringes as sharps
- Disposal must be in a rigid, puncture-proof, leak-proof container that inhibits rapid microbial growth
- Pick up by biohazardous waste service



AMERICAN HUMANE
Protecting Children & Animals Since 1877

Recapping Needles

- Don't do it! Needle-stick injuries are common!
- If absolutely necessary use a recapping device
- Or one-handed scoop method



AMERICAN HUMANE
Protecting Children & Animals Since 1877

Chemical Hazardous Waste

- Contact your city or county for regulations
- Most detergents and disinfectants can go down the drain
- Some pesticides, drugs and X-ray solutions should not go down the drain – read labels for proper disposal



 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Electricity

- All components of a building's electrical system must be free from damage and adequate to meet the needs of the business
- OSHA specifically prohibits the use of power strips, extension cords and outlet-multiplying devices as substitutes for permanent wiring.



 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Fire Prevention & Emergency Response Plan

- OSHA requires a written plan
- Plan must be accessible to staff at all times
- Staff training must be provided
- Shelters are also subject to local fire codes



 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Fire Prevention & Emergency Response Plan

The written plan must include:

- Escape routes
- Procedures for staff members who will remain behind to perform critical operations before they evacuate (NOT applicable to animal shelters)
- Procedures to account for all staff after emergency evacuation

 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Fire Prevention & Emergency Response Plan

- Rescue and medical duties for staff (NOT applicable to animal shelters)
- Methods for reporting fires and emergencies
- Name of the person responsible for developing and updating the written plan



 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Fire Extinguishers

- NOT required by OSHA for most businesses
- BUT they are required by most local fire codes
- Extremely valuable in preventing small fires from becoming major ones
- Sprinkler systems are not required by OSHA, but are required by some local fire codes



 AMERICAN HUMANE
Protecting Children & Animals Since 1877

Fire Extinguishers

- Must be placed so that any employee is never more than 75 feet from accessing one
- Located near exits whenever possible
- Must be easily visible
- Wall mounted 32 to 48 inches from the floor
- Must be inspected yearly by a service company and display an inspection tag
- Must be checked monthly by a designated staff member



Routes of Egress & Emergency Exits



Routes of Egress & Emergency Exits

- OSHA requires at least two exit routes from each building
- Exit doorways must be at least 28" wide and 6' 8" high
- Hallways leading to or from an exit must be at least 28" wide and 7' 6" high
- All exit doorways must be marked with an "EXIT" sign with letters at least 6" high and 3/4" wide



Routes of Egress & Emergency Exits

- OSHA does not require illuminated "EXIT" signs, but most local fire codes do
- If an exit route is not obvious, the route must be marked by signs reading "EXIT" with arrows indicating the direction
- Exit doors cannot be locked in any way that would prevent escape
- Any doors that do not allow escape, but could be mistaken for an exit must be marked with a sign that reads "NOT AN EXIT"



Routes of Egress & Emergency Exits

- OSHA does not specifically require posting of exit route diagrams
- BUT they are the most effective way of fulfilling OSHA's requirement of written escape routes





Emergency Lighting

- Required to illuminate routes of egress during a power outage
- Also required in areas where employees may be involved in a hazardous situation when a power outage occurs
- Must come on automatically when a power outage occurs
- Flashlights are NOT an acceptable form of emergency lighting



Driver and Vehicle Safety

- Motor vehicle accidents are the #1 cause of work-related deaths in the U.S.
- If an employee operates a motor vehicle as part of his/her job, even if the vehicle is not owned by the employer, the employer is responsible for ensuring that the vehicle is maintained in safe operating condition and that the employee has a valid driver's license





Driver and Vehicle Safety


- Employees should NOT be permitted to drive their own vehicles to perform work duties! (if at all possible!)
- Maintain current copies of employees' driver's licenses in personnel files
- Written policy requiring employees to notify employer if their license is suspended or revoked
- Maintain maintenance and repair records for all vehicles



Restrooms



- OSHA requires at least one working toilet & one hand-washing station per 15 employees present in the facility at any given time
- The need for public restrooms is not addressed by OSHA



General Housekeeping & Maintenance

- OSHA requires the workplace to be maintained in such a way that prevents unnecessary physical and health hazards
- Tripping and slipping hazards
- Vermin infestations
- Cover drains and gutters
- Remove trash promptly





Food & Beverages in the Workplace

- If the employer allows staff to store, prepare or consume food and beverages on the premises, then the employer must provide a space that is free from biological and chemical hazards = staff break room
- Food and beverages must NEVER be permitted in animal areas, regardless of whether animals are present at the time





Compressed Gases

- OSHA regulations apply to all gas cylinders, regardless of size or whether they are empty or full






Compressed Gases

- Must be stored in a cool, dry place away from heat sources and direct sunlight
- Must be secured in an upright position via a bracket, chain or strap attached to either a floor or wall mount or transport cart
- Cylinders equipped with protective caps must have them in place whenever the cylinder is not in use





Compressed Gases

- Never roll or drag cylinders – use a cart
- Impact-resistant safety goggles must be worn when connecting and disconnecting cylinders
- Gas valves must be shut off when not in use
- Central-supply gas systems must be inspected at least yearly by a qualified technician

Waste Anesthetic Gases (WAG)

- OSHA does not have exposure limits for isoflurane, but does enforce the NIOSH recommendation of 2 ppm for halogenated agents
- Your anesthetic gas safety program must include both engineering controls and specific work practices
- OSHA requires a written Anesthetic Safety Plan

Anesthetic Safety Plan

- Policy statement
- Scavenging system
- Written procedures
- Equipment maintenance
- Emergency procedures
- Monitoring of WAG levels
- Staff training






First Aid Kits

- NOT required by OSHA as long as your shelter is located within 15 minutes of accessible emergency medical treatment
- BUT highly recommended that you have one
- Must only be used by staff for “self-aid” in order to avoid OSHA’s strict regulations for the administration of first-aid



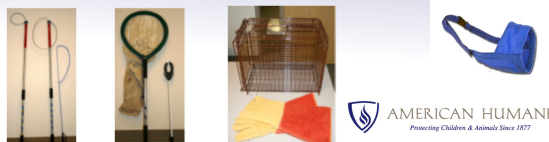

Animal Handling

- Animal bites and scratches are the #1 cause of work-related injuries in animal shelters
- Not specifically addressed by OSHA – covered by the General Duty Clause
- Best protection against bites and scratches is adequate staff training

Animal Handling

- Appropriate handling and restraint equipment must be provided
- Written animal handling SOP's should be in place
- Staff should never be expected to place themselves in unnecessary danger



Zoonotic Diseases

- Not specifically addressed by OSHA – covered by the General Duty Clause
- Staff must be thoroughly trained on the types of zoonotic diseases, routes of transmission, clinical signs and prevention
- Written SOP addressing the handling of infected or potentially infected animals – isolation, PPE, sanitation



Zoonotic Diseases

- Rabies
- Ringworm
- Leptospirosis
- Toxoplasmosis
- Cat scratch disease
- Plague
- Scabies
- Lyme disease
- Roundworms
- Hookworms
- Giardia



Other Topics in the Guide

- Chemical spills
- Radiology
- Ladder safety
- Stairs
- Indoor air quality
- Ergonomics
- Workplace violence
- Building security



Questions?



denaf@americanhumane.org

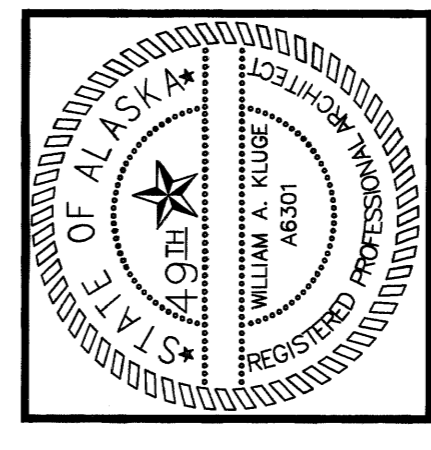
303-925-9453



Revisions:

KLUGE & ASSOCIATES
ARCHITECTURE • INTERIORS • GRAPHICS
KENAI, ALASKA
kluge@alaska.net
(907)283-3698

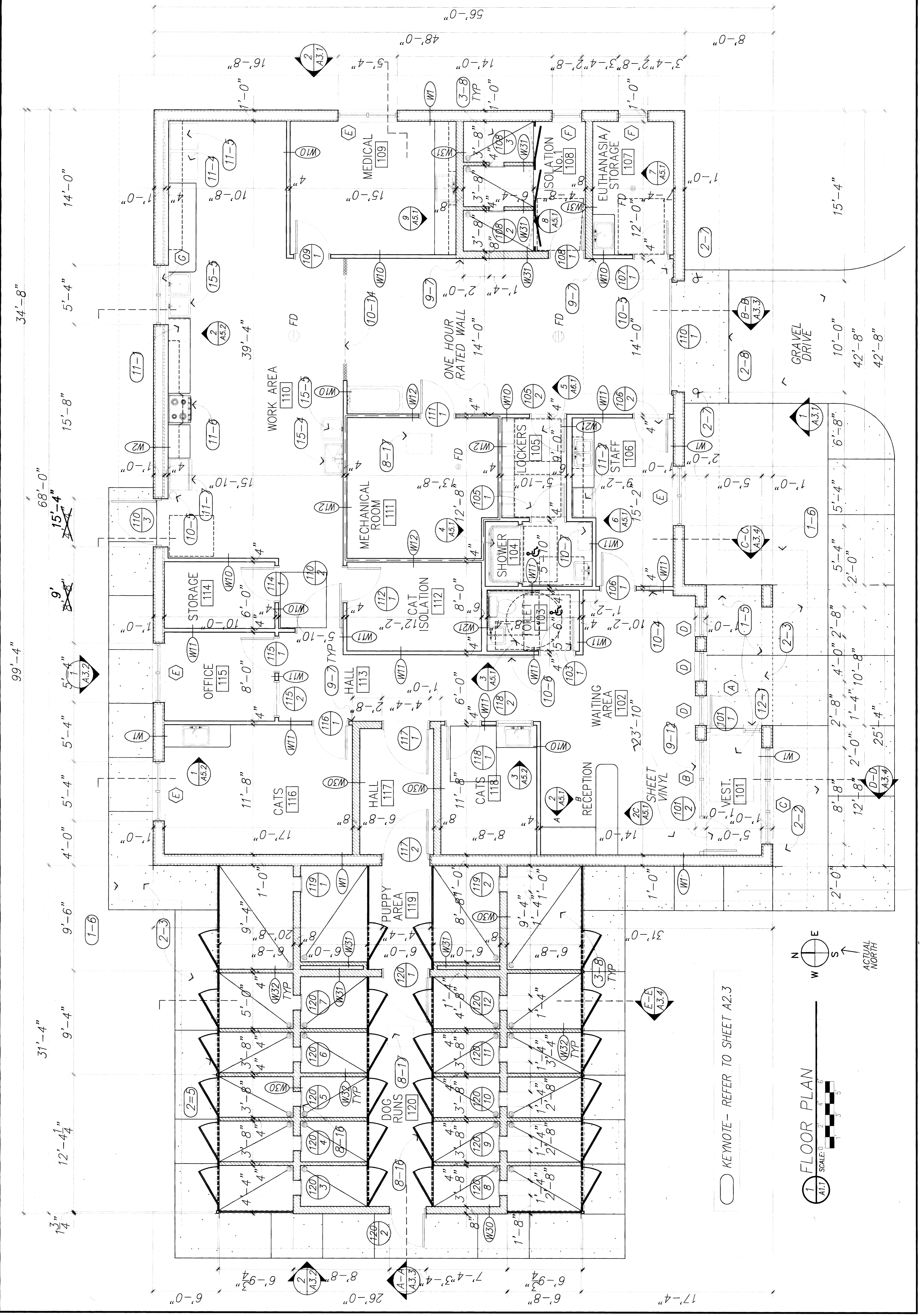
HOMER ANIMAL SHELTER



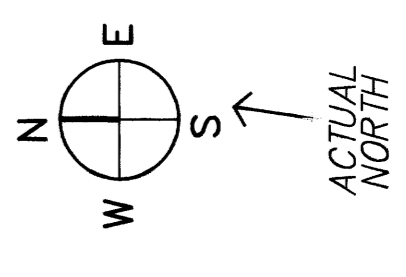
Drawn: S.K.
Checked: B.K.
Date: APRIL 2004
Project: 0044
File Name:

FLOOR PLAN
2390

Sheet: **A1.1**
COPYRIGHT KLUGE & ASSOCIATES
6 of 50



KEYNOTE - REFER TO SHEET A2.3



FLOOR PLAN
SCALE: 1/8" = 1'-0"
ACTUAL NORTH

**City of Homer
2016 Operating Budget**

0165 Animal Control		Adopted	Amended	Draft	Increase/Decrease			
A/C Num.	Expenditure Categories & Descriptions	12/31/13 Actual	12/31/14 Actual	12/31/15 Budget	12/31/15 Budget	12/31/16 Budget	From Prior Yr Amended	
							\$	%
<u>Salaries and Benefits</u>								
5101	Regular Employees							
5102	Fringe Benefits							
5112	PERS RELIEF							
5103	P/T Employees							
5104	Fringe Benefits P/T							
5105	Overtime							
5107	P/T Overtime							
	Total Salaries and Benefits	-	-	-	-	-	0	0.0%
<u>Maintenance and Operations</u>								
5202	Opr Supplies	-	-	-	-	0	0	0.0%
5203	Fuel/Lube	24,631	8,379	13,200	13,200	13,200	0	0.0%
5206	Food/Staples	-	-	500	500	500	0	0.0%
5208	Equipment Maint	-	-	1,000	1,000	1,000	0	0.0%
5209	Building & Grounds Maintenance	2,450	2,844	3,000	3,000	3,000	0	0.0%
5210	Prof & Spec Svc	124,818	130,889	129,880	129,880	129,989	109	0.1%
5215	Communications	250	293	1,200	1,200	1,200	0	0.0%
5217	Electricity	5,775	6,522	5,750	5,750	5,750	0	0.0%
5218	Water	905	1,083	1,500	1,500	1,100	(400)	-26.7%
5219	Sewer	911	1,152	1,800	1,800	1,200	(600)	-33.3%
5220	Refuse/Disposal	285	320	500	500	500	0	0.0%
5221	Property Ins	777	749	745	745	745	0	0.0%
5223	Liability Ins	1,158	786	739	739	739	0	0.0%
5244	Snow Removal	-	-	2,500	2,500	2,500	0	0.0%
	Total Maint. and Operations	161,960	153,017	162,314	162,314	161,423	(891)	-0.5%
<u>Capital Outlay, Transfers and Reserves</u>								
5990	Transfer to Reserves	-	-	-	-	0	0	0.0%
	Total C/O, Transfers & Reserves	-	-	-	-	-	0	0.0%
	Total	161,960	153,017	162,314	162,314	161,423	(891)	-0.5%

There are no program changes currently scheduled for Animal Control in 2016. The current contract ends on 1-1-2017 but could be renewed at the existing rate for one additional two year period.

From: brian smith <sojourn53@gmail.com>
Sent: Tuesday, November 10, 2015 6:06 PM
To: Melissa Jacobsen
Subject: Fwd: bgs - Sustainable Animal Shelter Review Committee, a concern

Melissa, since Jo seems to be out of the office for several days, I am taking the liberty of forwarding my e-mail (see below) to you as well. Thanks much~

bgs

----- Forwarded message -----

From: **brian smith** <sojourn53@gmail.com>
Date: Tue, Nov 10, 2015 at 6:03 PM
Subject: bgs - Sustainable Animal Shelter Review Committee, a concern
To: Jo Johnson <JJohnson@ci.homer.ak.us>

Jo, would you please forward to the SASRC committee for me? Thanks. I have email addresses for all, but I believe this would be the proper way to submit.

bgs

Dear Francie, and members of the Sustainable Animal Shelter Review Committee. I want to address a concern regarding the process with this committee. Twice now Pat Moss has submitted materials for the packet/agenda - in both cases a bit 'late in the day'. I do not believe that Pat Moss is officially on the committee? But rather, Homer Animal Friends has chosen Casey Moss as their representative. I'm sure this is just an oversight, and perhaps in keeping with the 'relaxed and casual' nature of these proceedings, but I'm sure no one wants the perception of favoritism or impropriety here. I believe that these two submissions of Pat's constitute an unfair editorial position; effectively giving Homer Animal Friends two seats at the table. IF we are going to give two seats at the table... Well, yes, I would love to join, thank you very much! (Tongue firmly in cheek for that last part).

Thanks all. Again, as I voiced last meeting, I am pleased and encouraged for the most part by this process. I believe we all have the interests of both our community and the animals first and foremost at heart.

Thanks for listening.

Respectfully,

Brian Smith
Animal Shelter volunteer

November 12, 2015

To: Sustainable Animal Control Review Committee

Thank you very much for your time and service.

We appreciate your willingness to address the issues that have been raised in order to assure the health and safety of the animals in the shelter. We feel it is imperative to mandate inspection of the shelter not only of the physical plant but also of the overall operation of it to both OSHA and HSUS standards. These inspections need to include veterinary presence not only to consult on sick animals but also to ensure operations consistent with national standards. The checklist submitted by Dr. Sherwood would be an excellent standard to strive to achieve.

In addition we highly recommend that a continuous oversight committee (perhaps meeting quarterly) be established to which the inspectors can report to ensure that recommendations are addressed.

Despite apparent objections by the current contractor regarding implementation of a volunteer handbook and volunteer coordinator, we hope the committee can come to a resolution regarding use of volunteers to support the work of the shelter.

Thank you again for your consideration of our suggestions.

Hal Smith and Susan McLane



City of Homer

www.cityofhomer-ak.gov

Administration

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Wythe and Homer City Council
THROUGH: Katie Koester, City Manager
FROM: Patrick Lawrence, Assistant City Manager
DATE: November 23, 2015
SUBJECT: Sustainable Animal Control Review Committee - extension

The purpose of this memo is to request that the SACRC be extended through the month on January. Currently the committee is set to expire December 1st however it has become clear that the committee and the shelter would greatly benefit from an extension. The committee is in the middle of developing an inspection check list, volunteer guide lines, and several other projects that will benefit the sustainability of the shelter.

Recommendation: Allow the Sustainable Animal Control Review Committee to continue meeting through January 31, 2016.