

EXHIBIT “C”

SCOPE OF SERVICES

1. Purpose and Program Framework

The Consultant shall provide professional advisory and implementation support services to the City of San Leandro (“City”) to assist the Human Resources Department in maintaining a comprehensive Citywide Safety and Injury Prevention Program.

The City’s Injury and Illness Prevention Program (IIPP – 8 CCR 3203) shall serve as the foundational framework for all safety, training, inspection, incident prevention, and compliance activities.

Services shall support regulatory compliance, risk reduction, employee safety training, and continuous improvement in accordance with applicable federal, state, and local requirements, including Cal/OSHA standards.

The intent of this Agreement is to support a proactive, integrated safety and injury prevention program that enhances compliance, reduces risk, and strengthens continuous improvement across City operations.

2. Citywide Safety Program Management

The Consultant shall assist the City in maintaining and improving a coordinated Citywide safety program, including:

- Support for the City’s Injury and Illness Prevention Program (IIPP)
- Development and maintenance of Citywide safety policies, procedures, and Codes of Safe Practices
- Coordination of consistent safety standards across departments
- Regulatory interpretation and guidance related to Cal/OSHA requirements
- Updates to safety programs based on regulatory changes and operational needs

This includes support for applicable Cal/OSHA safety programs, including but not limited to: Hazard Communication (8 CCR 5194), Bloodborne Pathogens (8 CCR 5193), Aerosol Transmissible Diseases (8 CCR 5199), Personal Protective Equipment (PPE), Respiratory Protection, Confined Space, Lockout/Tagout, Fall Protection, Heat Illness Prevention, Ergonomics, and Workplace Violence Prevention.

3. Environmental Compliance

The Consultant shall provide support for environmental compliance programs, including:

- Hazardous Materials Business Plans (HMBP)
- Hazardous Waste and Medical Waste management compliance
- Stormwater Pollution Prevention (SWPPP)
- Spill Prevention, Control, and Countermeasure (SPCC) programs
- Air quality permitting and compliance assistance
- Underground Storage Tank (UST) compliance
- Chemical inventory, Safety Data Sheet (SDS) management, labeling, and reporting

- Coordination with regulatory agencies (CUPA, Fire Department, EPA, Air District, and others as applicable)

4. Incident Management and Safety Support

The Consultant shall provide support to the City in matters related to workplace incidents, injuries, and safety-related events. Services may include assistance with incident review, documentation, analysis of contributing factors, and recommendations to support prevention and continuous improvement of City safety practices.

The Consultant may also assist the City with related reporting requirements, recordkeeping, and coordination of information necessary to support internal processes and regulatory compliance.

5. Inspections, Risk Assessments, and Hazard Control

The Consultant shall conduct or assist with safety inspections and risk assessments, including:

- Workplace safety inspections and compliance evaluations
- Job Hazard Analyses (JHA) and Job Safety Analyses (JSA)
- Identification of hazards and recommended corrective actions
- Industrial hygiene assessments and exposure evaluation support as needed
- Written reports with findings, risk prioritization, and recommendations
- Support for corrective action tracking and verification

6. Training and Workforce Development

The Consultant shall support a Citywide safety training program, including:

- Cal/OSHA required training and refresher training
- Hazard-specific training (ATD, BBP, Hazard Communication, PPE, Heat Illness, etc.)
- Operational safety training (equipment safety, LOTO, confined space, rigging, etc.)
- Emergency response training (First Aid/CPR/AED, fire safety, spill response)
- Supervisor and leadership safety training

The Consultant may also assist in the development, coordination, delivery, or sourcing of qualified instructors for training programs as directed by the City.

The Consultant shall also:

- Maintain a Citywide safety training matrix
- Develop annual training plans and schedules
- Provide guidance and support in tracking training completion and maintaining training records in compliance with applicable legal, regulatory, and organizational requirements

7. Safety Governance and Program Implementation

The Consultant shall support Human Resources in implementing and maintaining the Citywide safety program, including:

- Safety committee facilitation and participation
- Toolbox talks and safety communication programs
- Ergonomic assessments and workplace evaluations

- Emergency drill support and after-action reviews
- Development of safety performance indicators and reporting metrics
- Support for implementation and tracking of corrective actions
- Monthly reporting on activities, findings, and progress

8. Documentation and Compliance Readiness

The Consultant shall support documentation and compliance systems, including:

- Safety program documentation maintenance and updates
- Training and compliance recordkeeping systems
- Required regulatory postings and notices
- Monthly EH&S activity and status reporting
- Support for regulatory inspections and audit readiness (Cal/OSHA, Fire, EPA, CUPA, etc.)
- Assistance with corrective action documentation and closure tracking

9. Service Delivery and Contract Administration

Services shall be provided on an as-needed basis as directed by the City's Human Resources Department and within authorized contract hours and/or budget.

The Consultant shall:

- Coordinate all services through the designated HR representative
- Align work with Citywide safety priorities and implementation roadmap
- Track and report hours and services by category
- Provide monthly progress updates
- Obtain prior written authorization for work exceeding scope or budget limits
- No minimum level of service is guaranteed under this Agreement

10. Professional Qualifications and Performance

The Consultant shall perform all services in a professional and competent manner consistent with generally accepted practices in environmental health and safety consulting and in accordance with applicable federal, state, and local regulations.

The Consultant shall provide qualified personnel, appropriate expertise, and sufficient resources to complete assigned tasks within the scope of services defined in this Agreement.