



WHAT SAFEASSURE WILL DO FOR THE CITY OF PRINCETON

PROPOSAL/SERVICE AGREEMENT

November 6, 2023 (Start Month December 2023)

INTRODUCTION/GENERAL INFORMATION

This Proposal is made this sixth day of November 2023 for The City of Princeton, Princeton, Minnesota, herein referred to as The City of Princeton and SafeAssure 7505 93rd Ave NE, Spicer, Minnesota, herein referred to as SafeAssure. The service agreement year will begin within the month of December, 2023 OR immediately after the signing of this proposal/agreement if later (schedule will be modified to reflect).

This proposal includes full service as described throughout this document to departments/employees stated within the schedule and will be sharing training with Princeton Utilities.

SafeAssure is a safety and OSHA compliance consulting company established on January 1, 1998 specializing primarily in Municipal, Construction, Manufacturing, and Medical operations.

SafeAssure has an A+ rating with the Better Business Bureau (BBB). A complaint has never been filed against SafeAssure.

SafeAssure currently provides full services to over 140 municipalities in Minnesota, any or all of which may be contacted for reference (a full list will be provided upon request).

Our employees are our largest asset. All SafeAssure on-site client services employees are individually trained through OSHA certification programs and by SafeAssure Education Systems prior to conducting classroom or consultation services. The SafeAssure training management system continually reviews OSHA Regulations/Statutes/Interpretations and confers with OSHA representatives on any new or revised regulations or statutes. Employees are continually evaluated on OSHA subject matter proficiencies.

SafeAssure employs 8 to 10 committed employees (depending on time of year). Although there is other staff, key team members most directly servicing municipalities and your specific organization will include:

- Chadwick Peterson (President/Owner/Consultant/Instructor) - Overall Operations/Client Services/Quality Control
- Melanie Bauman (Office Manager) - Scheduling/Coordinating/Client Services
- Jonathon Beale (Consultant/Instructor) - Client Services
- Tom Norgel (Consultant/Instructor) - Client Services
- Tom Paul (Consultant/Instructor) - Client Services
- Tom Guntzburger (Consultant/Instructor) - Client Services

CONSULTING SERVICES

(See also Training Schedule)

- All written programs/services that are produced by SafeAssure are guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure will reimburse The City of Princeton should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure. SafeAssure does not take responsibility for financial loss due to MNOSHA/OSHA fines that are not directly related to improperly written programs.
- SafeAssure will continuously monitor OSHA Standards and modify all safety related programs as needed to ensure updates meet OSHA regulations and statutes. These changes or additions, when made during an agreement year, will be made at no additional cost to the City of Princeton.
- SafeAssure will conduct simulated OSHA audits of facilities (buildings), recording deficiencies and making corrective recommendations. Audits will include pictures of noted deficiencies and recommendations. All city owned buildings where city employees work will be inspected upon request and at no additional costs.
- SafeAssure will provide answers to all and any OSHA questions submitted by department Supervisors (or other persons as allowed by management). Unlimited Consulting.
- In the event of an actual OSHA inspection, a SafeAssure employee will directly assist during the inspection process. SafeAssure will be with you all the way, including a presence at the OSHA closing conference and/or citation contesting hearings when requested.
- SafeAssure will assist you in the event of a serious work-related employee injury or death including OSHA correspondence and negotiations.
- SafeAssure will provide an “ALERT” system that allows SafeAssure to quickly inform clients (through email) of any information that is pertinent to the safety of employees and/or OSHA compliance.
- SafeAssure will provide access to an SDS database specific to the City of Princeton through Velocity (formerly msdsonline). The SDS database related services provided (amount of SDS and use) will be unlimited.

TRAINING SERVICES

(See also Training Schedule)

- SafeAssure clients may utilize multiple training formats and techniques including but not limited to:
 - On-site training (preferred) with Power Point presentations, workbooks, videos, and topical employee participation games (see schedule).
 - Online ZOOM (see schedule)
 - Online training through video/question-answer as well as client-specific OSHA safety information.
- SafeAssure provides online safety training and complete documentation of individual employee training on most subjects (see schedule) for employees directed by management to do online training (such as during shutdowns, new employees, or employees who missed on-site training).
- **Data Practices Act.** All government data collected, created, received, maintained or disseminated for any purpose by the Parties pursuant to this Agreement shall be governed by the provisions of the Minnesota Government Data Practices Act, Minn. Stat. §§ 13.01 et seq. (“the Data Practices Act”). SafeAssure agrees to comply with the Data Practices Act as it applies to any data provided to it by the City or third parties, and further agrees to cooperate and assist City staff in complying with any data practices requests arising out of, or related to, information generated or submitted pursuant to the contract.
- All programs, policies, training, and procedures referenced on the following page **do not** include the cost of hardware such as labels and signs. It will be the responsibility of The City of Princeton to obtain this hardware as required to comply with OSHA standards.
- All time spent consulting, answering questions, and assisting with OSHA inspections both on and off-site are part of the agreement services and are included (see also schedule).
- Any additional classroom hours separate from the agreement and schedule will be billed and eligible for all “current client” discounts offered by SafeAssure. These hours (if any) will only be allowed upon approval of the City of Princeton management representative and SafeAssure.
- Training subject matter will include all subjects listed within the provided annual schedule (see within).

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts when or if applicable during the agreement year. (Subparts represent multiple standards)

1910 Subparts

Subpart D - Walking - Working Surfaces

Subpart E - Means of Egress

Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms

Subpart G - Occupational Health and Environmental Control

Subpart H - Hazardous Materials

Subpart I - Personal Protective Equipment

Subpart J - General Environmental Controls

Subpart K - Medical and First Aid

Subpart L - Fire Protection

Subpart M - Compressed Gas and Compressed Air Equipment

Subpart N - Materials Handling and Storage

Subpart O - Machinery and Machine Guarding

Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.

Subpart Q - Welding, Cutting, and Brazing.

Subpart S - Electrical

Subpart Z - Toxic and Hazardous Substances

1926 Subparts

Subpart C - General Safety and Health Provisions

Subpart D - Occupational Health and Environmental Controls

Subpart E - Personal Protective and Life Saving Equipment

Subpart F - Fire Protection and Prevention

Subpart G - Signs, Signals, and Barricades

Subpart H - Materials Handling, Storage, Use, and Disposal

Subpart I - Tools - Hand and Power

Subpart J - Welding and Cutting

Subpart K - Electrical

Subpart L - Scaffolds

Subpart M - Fall Protection

Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors

Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations

Subpart P - Excavations

Subpart V - Power Transmission and Distribution

Subpart W - Rollover Protective Structures; Overhead Protection

Subpart X - Stairways and Ladders

Subpart Z - Toxic and Hazardous Substances

Applicable MN OSHA 5205 Rules

Applicable MN OSHA 5207 Rules

Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

SAFEASSURE INSURANCE SPECIFICS

COMMERCIAL GENERAL LIABILITY	EACH OCCURANCE	1,000,000
	DAMAGE TO RENTED PREMISIS (EA OCCURANCE)	300,000
	MED EXP (ANY ONE PERSON)	10,000
	PERSONAL & ADV INJURY	1,000,000
	GENERAL AGGREGSTE	2,000,000
	PRODUCTS-COMP/OP AGG	2,000,000
AUTOMOBILE LIABILITY	COMBINED SINGLE UNIT (EA ACCIDENT)	1,000,000
UMBRELLA LIABILITY/EXCESS LIABILITY	EACH OCCURANCE	1,000,000
	AGGREGATE	2,000,000
WORKERS COMPENSATION	EACH ACCIDENT	500,000
	DISEASE-EACH EMPLOYEE	500,000
	DISEASE-POLICY LIMIT	500,000
PROFESSIONAL LIABILITY		1,000,000

SafeAssure agrees to provide, at the time of execution of this agreement, The City of Princeton (upon request) with a current Certificate of Insurance with the above coverage lines.

Princeton/Princeton Utilities

December 2023-November 2024 SafeAssure Training Schedule

As of 102723

DATE	TOPIC	TIME	WHO/LOCATION
December	FINALIZE SCHEDULE SET UP ONLINE TRAINING SET UP SDS ONLINE SYSTEM REVIEW/WRITE PROGRAMS/POLICIES AS REQUIRED CONDUCT INSPECTIONS OF FACILITIES	TBD TBD TBD TBD	THROUGHOUT
January	TRAINING <ul style="list-style-type: none"> • AWAIR/GENERAL SAFETY/PROGRAM • EMPLOYEE RIGHT TO KNOW • BLOODBORNE/INFECTIOUS DISEASES • EMERGENCY ACTION PLAN • PROPER LIFTING/WORKSTATION ERGONOMICS • FIRE EXTINGUISHERS ONLINE AVAILABLE FOR THOSE WHO CAN NOT ATTEND	ATTEND ONE OF THE CLASS OPTIONS 10:00AM-12:00PM 1:00PM-3:00PM	ALL EMPLOYEES ATTEND ONE COUNCIL CHAMBERS
February	TRAINING <ul style="list-style-type: none"> • PPE/HEARING • FALL PROTECTION/LADDERS • LOCKOUT/TAGOUT LOCKOUT PROCEDURE ASSISTANCE/REVIEW <ul style="list-style-type: none"> • RESPIRATORS RESPIRATOR FIT TESTS (IF REQUIRED) VEHICLE MAINTENANCE EMPLOYEE FOCUS/SAFETY MEETING	1:00PM-2:45PM 2:45PM-3:00PM	PW AND UTILITIES EMPLOYEES COUNCIL CHAMBERS
March	TRAINING <ul style="list-style-type: none"> • SILICA EXPOSURE PREVENTION • CONFINED SPACE (HANDS ON-ENTER A HOLE) STREETS EMPLOYEE FOCUS/SAFETY MEETING	1:00PM-2:45PM 2:45PM-3:00PM	PW AND UTILITIES EMPLOYEES COUNCIL CHAMBERS
April	TRAINING <ul style="list-style-type: none"> • TRAFFIC CONTROL (HANDS ON SCENERIOS) • HEAT STRESS • PLANTS/INSECTS PARKS EMPLOYEE FOCUS/SAFETY MEETING	1:00PM-2:45PMAM 2:45PM-3:00PM	PW AND UTILITIES EMPLOYEES COUNCIL CHAMBERS
May	OSHA Concerns & Questions Call 320-231-3803 ONLINE TRAINING AVAILABLE UPON REQUEST		
June	SEASONAL EMPLOYEE TRAINING (SEASONALS ONLY)	24/7 ACCESS	SEASONALS/ONLINE
July	OSHA Concerns & Questions Call 320-231-3803 ONLINE TRAINING AVAILABLE UPON REQUEST		
August	TRAINING <ul style="list-style-type: none"> • WORKING AROUND EQUIPMENT • 3 POINT CONTACT (HANDS ON) • TRENCHING • CHAINSAW/TRIMMING/CHIPPERS UTILITY EMPLOYEE FOCUS/SAFETY MEETING	1:00PM-2:45PM 2:45PM-3:00PM	PW AND UTILITIES EMPLOYEES COUNCIL CHAMBERS
September	MANAGEMENT COMPLIANCE PRIORITIES AUDIT <ul style="list-style-type: none"> • ACCIDENT/INJURIES REDUCTION • OSHA PRIORITIES/CITATIONS • REVIEW YEAR TRAINING OPTIONS INSPECTIONS OF BUILDINGS AS REQUESTED	1:00PM-2:45PM	(Coordinator/PW/Utilities Sups Only) Council Chambers
October	TRAINING <ul style="list-style-type: none"> • DEFENSIVE DRIVING (PLOWING) • WINTER INJURIES/COLD STRESS 	1:00PM-3:00PM	PW AND UTILITIES EMPLOYEES COUNCIL CHAMBERS
November	OSHA Concerns & Questions Call 320-231-3803 ONLINE TRAINING AVAILABLE UPON REQUEST		

SITE SPECIFIC ONLINE TRAINING TOPICS AVAILABLE FOR NEW EMPLOYEES AND THOSE WHO CANNOT ATTEND ON-SITE TRAINING.

NEW EMPLOYEE ONLINE TRAINING SUBJECTS:

- AWAIR
- Employee Right to know
- Bloodborne Pathogens
- Workstation Ergonomics (Only for those who are assigned workstations)
- Fire Extinguishers

The above subjects can also be used for make-up for those who missed on-site training. **All other available online subjects (Public Works) are primarily to be used for those who miss on-site training due to infection control, shift work, or absenteeism.**

BLACK=EMPLOYEE TRAINING
 RED=CERTAIN EMPLOYEES/MANAGERS
 BLUE=SAFEASSURE

SDS On-Line Services – Site Specific
GO TO: login.ehs.com

EMPLOYEE LOGIN: **TBD**
 PASSWORD: **TBD**

Service Agreement-Signature Page (start month December 2023)

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees that The City of Princeton will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts, or omissions of SafeAssure to third parties. SafeAssure expressly and in perpetuity releases and discharges The City of Princeton and its agents, members, officers, employees, heirs, and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify, and hold harmless The City of Princeton, its agents, members, and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure is an independent contractor of The City of Princeton, and nothing in this agreement shall be considered to constitute the relationship of an employer/employee.

In consideration of this signed agreement, for the period of **36 months** from December, 2023 SafeAssure agrees to provide The City of Princeton the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, scheduled classroom-training sessions (see attached 12-month schedule), unlimited online training, an online SDS management program, and the production and maintenance of mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Princeton.

If SafeAssure fails to perform any of the provisions of this agreement or fails to administer the work as to endanger the performance of the agreement, such failure may constitute default. Unless the default is excused by the city, the city may, upon written notice to SafeAssure, cancel this agreement in partial or entirety. Either party can terminate the agreement upon written notice sixty days prior to the anniversary date of the agreement.


The below is the agreement fee calculated by aforementioned services and schedule to be paid in full (total each year as stated below) by the agreement start month of December 2023 (or at a later date approved by SafeAssure or due date stated within the produced invoice).

TOTAL COST PER YEAR (Group Rate with Princeton Utilities)	\$7,077.70
1st of 3 year agreement (no increases in exchange for 3 years)	
SDS SERVICES (SDS ON-LINE)	(included)
TOTAL ANNUAL	\$7,077.70

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X _____
The City of Princeton Date

X _____
The City of Princeton Date

X  _____
President-SafeAssure **110623**
Date

(Proposal honored for 90 days from above stated date)