

MINORITY OWNED BUSINESS

SINCE 2005

*"Sending your employees home safely at the end of the day"*

## STATEMENT OF QUALIFICATIONS (SOQ)

CONSULTING + TRAINING + AUDITING

TOTAL SAFETY  
COMPLIANCE

[www.totalsafetycompliance.com](http://www.totalsafetycompliance.com)

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TO WHOM IT MAY CONCERN:

Total Safety Compliance is dedicated to provide the most accurate and comprehensive environmental, health and safety consulting and training services. Total Safety Compliance is a Limited Liability Corporation (LLC) that provides high level consultative services that guides clientele towards compliance with major governmental associations like OSHA, EPA, DOT and even CALOSHA. The high level training that Total Safety Compliance provides is informative, highly entertaining, and cost effective. A student that recently attended a class provided by Total Safety Compliance said; "This class was really informative! I got something out of it and also enjoyed myself. It was like, edutainment."

Total Safety Compliance trainers and consultants are fully committed to maintain the highest level of professional development and are committed to communicate the latest information available utilizing the most advanced technology available. By utilizing the most current technology allows the student to gain more retention in a training class. It also provides students the ability to go into the workplace and actually use the information delivered in each Total Safety Compliance training classes.

Organizations such as Ormat Power Company, Honda of America, Arizona City Sanitary District and Hunt Construction have utilized our services.

Total Safety Compliance would like to thank you for the consideration for EHS Services and the ability to *"send your employees home safely at the end of the day."*

Sincerely,

Tim Page-Bottorff, CSP

Principal Consultant

Sheila Page-Bottorff

Principal Founder

## Company Description

### Who is Total Safety Compliance?

Total Safety Compliance is a full service Environmental Health, Safety, and Industrial Hygiene Limited Liability Corporation that focuses on our clients Total Safety needs.

Total Safety Compliance understands that all hazards cannot be removed from the many workplaces out there; instead we focus on training employees of what the potential hazards are and provide them with the tools to manage those hazards SAFELY.

### Mission Statement:

Total Safety Compliance is committed to delivering high-quality, motivational, and informative training and consulting services that will exceed customer expectations. Our goal is to establish workplaces free from injury and deliver highly entertaining training sessions. We develop long term relationships so we can completely understand each and every need our clients have.

### Background:

Total Safety Compliance started business in March of 2005. This was a critical year in that a risk was taken in order to teach people how to manage their own risk. The risk, of course, was starting Total Safety Compliance and it has been extremely rewarding. Since then Total Safety Compliance has trained thousands of employees, logged hundreds of consulting hours, and has spoken at dozens of safety conferences and professional development seminars.

Consultants and trainers affiliated with Total Safety Compliance have a combined total of over 120 years of experience in Environmental Health, Safety, and Industrial Hygiene. TSCC is certain that you will be satisfied with the service provided.

"We strive to send your employees home at the end of the day, safely."

Tim Page-Bottorff, CSP  
Principal Consultant  
Total Safety Compliance



## Memberships

Total Safety Compliance volunteers on several boards, associations and agencies. Here is a partial list to some memberships:

- American Society of Safety Engineers (Arizona Chapter) Executive Board Member
  - Construction Specialty
  - Consultants Practice Specialty
- Water Environment Federation
  - Technical Practice Committee, Co-Chair Safety Security and Occupational Health
  - Safety, Security and Occupational Health Committee Chairman 2009-2012
  - WE&T WEF article contributor
    - “Training Strategies”
    - “Hazardous Energy Control Procedures”
    - “Job Hazards in Collection Systems”
- California Water Environment Association
  - Safety Committee Chair 2009-2010
- Tri-State Seminar
  - Program Co-Chair
  - Session Chair
  - Speaker
- Other Memberships: Wisconsin Safety Council, Arizona Chapter, National Safety Council, Arizona Chapter of ASSE, American General Contractors (AGC)
- Board Certified Safety Professional CSP #22925

## Publications

Total Safety Compliance has participated in several authorships that include:

- 1) WEF Manual of Practice 8, Design of a Wastewater Treatment Plant; 2009
- 2) WEF Manual of Practice 6, Established Weights and Measurements within Water and Wastewater; 2011
- 3) WEF Manual of Practice 1, Safety, Security and Occupational Health In Wastewater
- 4) Several Magazines including:
  - a. Coatings Pro
  - b. WEF WE&T
  - c. CWEA E-Bulletin
  - d. Professional Safety via. Safestart

## Consulting Services

Total Safety Compliance provides high quality consulting services to suit your specific needs. Listed below is a sample of just a few of the consulting services we can provide.

Quantitative Fit Testing	Qualitative Fit Testing	Written Program Development	Job Hazard Analysis (JHA)	Job Site Inspections
Accident Investigation	Confined Space Assessments	Energy Control Procedures	Safety Management	Supervisor Mentoring
Process Hazard Analysis (PHA)	Process Safety Management Plan (PSM)	Spill Prevention Control and Countermeasures (SPCC)	California Business Plan Development (HAZMAT)	MSDS Compilation
Mold Surveys	Indoor Air Quality Assessments	Airborne Contamination Assessments	Industrial Hygiene Surveys	Health and Safety Perception Surveys

### Quantitative Fit Testing\*

Fit testing requirements are based in the OSHA Standard for respiratory protection 29 CFR1910.132. The recommended fit test method is quantitative. There are two types of fit testing that TSCC can provide. The first is with the Porta-Count, a particle counter that measures particles inside and outside the mask to give a fit factor. The second is with controlled negative pressure. TSCC utilizes a DNI FT 3000 which draws the air out of the mask and tests the seal under “pressure.”

### Qualitative Fit Testing\*

This is fit testing utilizing one of three “atmospheres” to check if there is a simulated exposure under the mask of the end user. The three types of sampling kits include banana oil (isoamyl acetate), irritant smoke, and bitrex/saccharin. *(TSCC will utilize banana oil unless otherwise specified before fit testing occurs)*

***\*The customer must provide documented proof of completed medical questionnaire and received clearance from an approved physician or licensed health care practitioner.***

## Written Program Development

TSCC specializes in site specific/functional written programs that are required by OSHA. There are many written programs that are required. Listed below is a sample of just a few written programs that we can provide.

Bloodborne Pathogens (Exposure Control Plan)

Hazard Communication (HAZCOM)

Lock Out Tag Out

Permit Required Confined Space

Personal Protective Equipment

Chemical Hygiene (For Laboratories)

Injury Illness Prevention Program (IIPP)

*There are many others please call a TSCC representative for more info. (Contact Us)*

## Job Hazard Analysis (JHA)

JHA, also referred to as Job Safety Analysis (JSA), is a system of identifying hazards in locations to provide protection to employees. TSCC strictly adheres to the hierarchy of controls during the inspection/ride along phases of JHA/JSA creation. Following the requirements of 29 CFR 1910.134 (d), (2) TSCC will set up three phases with you to help manage a better project. The first phase will be the initial meetings and actual assessments in the field. The second phase will be writing the JHA/JSA and the third phase will be implementation, testing, and training of each JHA/JSA created.

## Job Site Inspections

TSCC will come to your location to provide inspection data whether you are working on a construction site, manufacturing floor or a Vector truck crew. These inspections include trip ride-alongs, inspection data, and an executive summary. A detailed report can be provided for an additional cost.

## Accident Investigations

Once an accident occurs at your workplace immediate attention is needed. If you lack having a trained safety professional available right after the accident TSCC can come to the accident location and perform a detailed analysis of the accident, to include finding root causes performing a fault tree analysis and providing a report outlined with photos and timeline. A complete recreation (re-enactment) is possible, call for more details.

## Confined Space Assessments

If you enter into confined spaces, OSHA requires each space entered must be assessed for hazards. TSCC will perform assessments and complete an inventory which will list all spaces identified during the visit with a list of potential hazards and appropriate protective measures.

## Energy Control Procedures

If you have any equipment that needs maintenance, service or repair, an energy control procedure is required. Under the OSHA standard 29 CFR 1910.147 the employer must provide energy control

procedures (ECP). TSCC will provide the initial assessment and a procedure identified by you for completion. TSCC will bundle the procedures so that they are all together in one complete quick reference binder.

### **Safety Management**

TSCC can set up a safety professional on a frequent basis (usually once per month) to visit your facility to manage a pre-created list of items to meet compliance and ensure safety for all employees. This is a great alternative if you cannot afford to have a full time paid safety professional. Services provided under the safety management program includes monthly training, written programs, OSHA filing for injuries and safety inspections.

### **Supervisor Mentoring**

TSCC can coach and mentor your supervisors for items that would normally be overlooked in the realm of health and safety. First the supervisors must attend a “Safety for the Supervisor” course. Then, the supervisors will be guided in the field with hands on instruction on working with their employees to help coach them and start looking and thinking about all potential hazards. Finally, the supervisors will be tested to ensure the training was effective. The overall time frame for Supervisor Mentoring usually takes 3-4 weeks depending on the number of supervisors on your staff.

### **Process Hazard Analysis (PHA)**

Under the PSM regulation 29 CFR 1910.119 a PHA must be performed every 5 years. TSCC can revalidate a current PHA or provide support, guidance and written documentation of a completed new PHA. Projected timeline completion varies depending on plant size and team members involved. TSCC primarily utilizes a “What If” checklist to perform the PHA.

### **Process Safety Management Plan (PSM)**

TSCC can perform a myriad of services within the PSM regulations. We can perform on site audits to test the functionality of a current PSM. TSCC can also create a new PSM if one does not exist.

### **Spill Prevention Control and Countermeasures (SPCC)**

TSCC can provide services to meet the EPA’s requirement for the SPCC plan. An initial visit will be required to identify sources of oil based products. Once there is a determination for applicability under the SPCC requirements, a plan will be created. Estimated timeline for this project is usually around 2-3 months.

### **California HAZMAT Business Plan**

California Certified Unified Program Agencies (CUPA) requires County wide business plans that exceed their limit for hazardous materials. This plan requires fee submittals and applications towards a county relationship for inspection, enforcement and fire code response. Typically, the Fire Marshall, or county inspector(s) will identify this need. It makes better proactive sense to find out first to avoid any costly penalties for non-submittal. TSCC will work closely with you and your resident county to ensure compliance and a healthy relationship.

## **MSDS Compilation**

Are you missing an MSDS? Is your MSDS binder updated? TSCC can provide services to update your HAZCOM program requirement for MSDS's. If you have chemicals at your facility, chances are you need an MSDS. A current MSDS filing system must be maintained and stay current to provide employees with the most up-to-date information on hazards associated with your chemical inventory.

## **Industrial Hygiene Services**

### **Mold Surveys**

TSCC partners with Industrial Safety Professionals (ISPI) to provide Mold Surveys. ISPI and TSCC have partnered to provide the most up-to date inspection methods. This would include a mold dog to provide qualitative assessments rather than the traditional visual inspections. For more information on the Mold Dog (Agent 99) go to [www.indspi.com](http://www.indspi.com) .

### **Indoor Air Quality**

Sometimes odors may create havoc to a workplace. In other situations air quality may be stale or otherwise inhabitable. TSCC will work closely with management, employees and other affected personnel to identify sources of potential malodors whether from a source of contamination or simple personal hygiene change.

### **Airborne Contamination Assessment (Personal Exposure Assessments)**

TSCC follows the most up to date standards for exposure assessments whether it is OSHA, NIOSH or your own sampling methods. TSCC utilizes MSA escort ELF pumps and partners with Analytics for laboratory analysis.

## **Health and Safety Employee Perception Surveys**

If you need to provide a snapshot of the company's safety culture then an employee perception survey will work for you. The purpose of a survey is to identify what management and workers perceive to be their most important needs and develop an action plan that responds to those needs.

Why is it important to know what the perceptions are? There is much truth to the old saying that perception is reality. This is particularly true in the realm of the safety program which relies to a large degree on what people think or feel. A safety system might have all the appropriate "technical" elements in place including safety meetings, investigations, inspections, training, etc. but that isn't enough to ensure success. Even a technically sound program can be undermined by negative perceptions of its effectiveness.

TSCC will start out with team meetings with management and 1st line supervisors. Then the survey will be issued during a normal safety training class to employees. The data will be compiled and TSCC will provide a full report to the client.

### Inspections

Whether you're in the construction industry or a local municipality, performing inspections have not only become required but a way of doing business. TSCC can provide detailed reports on data collected during inspections at all or some of your facilities. Inspections can range from a worksite inspection to fall protection equipment. A list of deficiencies and a prioritized list of recommended action will be submitted during the final phases of an inspection project.

### Safety Audits (Needs Assessments)

TSCC is proud to provide the first ever free needs assessment. This assessment will identify areas throughout your safety initiative to provide full compliance with OSHA regulations. The report will identify not just worksite issues, but also employee attitudes towards safety, needed written programs and all training needs. The typical duration of a project with this magnitude depends on the amount of employees, number of facilities and total geographical size of your organization. To qualify for a free Needs Assessment contact a TSCC representative.

### Corporate Wide Audit

Third part assessments can be a non-biased way to gather information on the current status of any program within an EHS system or program. TSCC staff can come to your facility anywhere in the world to perform an audit and identify deficiencies. These deficiencies will be laid out on a risk level chart identifying severity of a potential outcome and measuring it against the likelihood. A score will be applied to the problem area and then a solution or recommendation for further action will follow. With the risk score, this will allow you to prioritize items that may need immediate attention to mitigate.

### Policy Review

If you are looking for just a simple written program update or complete overhaul, TSCC can provide the entire spectrum of services. Most notably, policies have a tendency to sit on shelves and collect dust. TSCC strives to make the policy review and submittal of any revisions turn-key so that you get the most from any policy created.

### Environmental Audits

If you're looking to provide EPA compliance within your organization, TSCC can help you achieve this goal. Whether you're gauging to see if your satellite accumulation area(s) are compliant or you want to submit a county HAZMAT plan, TSCC can review these areas of compliance needs. TSCC will handle Environmental Audits in the same fashion as the Safety Audit. Unfortunately Environmental Audits are not free, but can be discounted if a long term contract is signed. Call for more details.

## Training Services

### **Accident Investigation**

**4 Hours**

*No one should investigate incidents without appropriate accident investigation training. Total Safety Compliance co. will provide this type of training for you or your employees. Before committing resources to training, you might want to check the course contents against the information found in the National Safety Council's pamphlet, "Accident Investigation ... A New Approach."*

### **Personal Protective Equipment (PPE)**

**2 Hours**

*PPE training is required by OSHA for employees who are engaged in activities that require PPE. Training includes inspection, maintenance, storage and selection of appropriate PPE. In addition, employees will receive information on how to identify hazards in the workplace which might require additional PPE.*

### **Fork Truck Safety (Powered Industrial Trucks)**

**6 Hours (New,) 4 hours (Refresher)**

This class meets the requirements under the OSHA standard for Powered Industrial Trucks (PIT) for new and refresher students. The students will understand the human factor of operating lifts and also the mechanical aspects of lifting, placing, carrying and driving with loads. *(10 Students Max)*

### **Confined Space Entry**

**8 Hours (New), 4 Hours (Refresher)**

Entrants, Attendants and Entry Supervisors must attend this class if entry into a permit required confined space is required. Students will learn how to assess hazards within confined spaces, inspect all appropriate equipment and will also perform an actual entry into a space designated by the employer. *(Rescue Training is provided as well; call for additional info)*

### **Fire Safety**

**2 Hours (No Hands On), 4 Hours (With Hands On)**

This class is designed to cover aspects to fire prevention. The students will understand the 4 classes of fires and how to prevent these fires from occurring. In the 4 hour hands on class, students will actually use a fire extinguisher in a controlled environment to put a fire out.

### **Hazard Communication (HAZCOM)**

**2 Hours**

HAZCOM is still the leading citation grabber from OSHA inspectors. This class will cover the required aspects for MSDS, chemical container labeling and how to receive chemicals. Students will actually perform an inspection and identify key aspects to an MSDS and how to apply the terms they have learned.

### **Ladders & Walking Working Surfaces**

**2 Hours**

This course covers things that the fall protection class does not. There is a lot of discussion on fall arresting equipment but not much talk on fall prevention. This class will cover prevention and how to properly utilize fixed and portable ladders and stairways.

### **Lock Out Tag Out**

**4 Hours**

This course will provide the student information on how to apply Locks and Tags within the energy control program. The students will also become an OSHA authorized and affected employee. Additionally, the attendees will work through the 6 step procedure required to start up and shut down equipment.

## HAZWOPER CLASSES

There are many types of courses that this OSHA standard emulates. Read the descriptions below to find out which class you need.

### **40 hour Waste Site Worker**

This class is for employees who work at an actual facility that creates, stores, disposes or treats any form of hazardous waste. If you handle, pack, treat, label or otherwise handle hazardous waste, this class is for you. Students will be taught the required components including PPE, Site Characterization, Zones, Toxicology and many others. This class is not intended for emergency responders. (Meets the 29 CFR 1910.120 (e) paragraph only)

### **24 Hour Occasional Site Worker**

This class is much of the 40 hour however; site characterization and hazard assessments are not fully covered. The requirements for this class are for employees who visit a waste site. For example, engineers, construction workers, and inspectors. This class is not intended for emergency responders. (Meets the 29 CFR 1910.120 (e) paragraph only)

### **8 Hour HAZWOPER Refresher**

For the waste site workers with a 40 or 24 hour certificate. The annual refresher is required for those employees that engage in hazardous waste site work. This class is not intended for emergency responders. (Meets the 29 CFR 1910.120 (e) paragraph only)

### **24 Hour First Responder Technician (Spill Response)**

This class is intended for emergency responders for the intent of cleaning a spill that is well beyond the OSHA definition of incidental. Students will be able to perform functions within an incident command structure (ICS), and will understand the roles and responsibilities of each position within the ICS. Additionally, students will perform practical exercises that will prepare them for chemical response as deployed by the employer. (Meets the 29 CFR 1910.120 (q) paragraph only)

### **8 Hour First Responder Operations (FRO)**

This class is for employees who perform defensive approaches to chemical spills outside the realm of incidental releases. Students will only learn to identify, isolate and evacuation techniques within an emergency response. The FRO must also perform duties within the FRA requirements below. (Meets the 29 CFR 1910.120 (q) paragraph only)

### **2 Hour First Responder Awareness (FRA)**

This class is for employees who may stumble upon a potential chemical emergency. Typical students consist of administrative, executives, passersby and other employees who will NOT perform functions within a chemical response. (Meets the 29 CFR 1910.120 (q) paragraph only)

### **Refresher for Emergency Responders**

What most may not know is that OSHA does not have a time requirement for this class. This class must be customized to fit your emergency response. Call us for more information.

## **Incident Command**

## **24 Hours Initial Training , 8 Hours (Refresher)**

The incident command class is designed for employees that are part of the employer's incident command system (ICS) and who play vital roles within the chemical response program. This class will help the students engage as a leader, with several table top and role playing exercises. Students will also learn techniques for organizing a better response mechanism and to apply techniques learned at their facility.

## Bloodborne Pathogens

2 Hours

Bloodborne pathogens training is required if you handle or work with bodily fluids. This class will inform the students of the potential health hazards in regards to bloodborne pathogens. Different pathogens include HIV, HBV, and many others. Students will learn how to use a blood kit and practice the correct method for donning and doffing gloves.

## Other Highly Requested Classes from Total Safety Compliance

- Chains, Cranes, Slings, and Hoists
- Electrical Safety Awareness
- Lock Out Tag Out/Energy Control Procedures
- Rescue Training
- Fall Protection
- Safestart
- Safetrack
- Behavior Based Safety

**If you find that there is a class you need and it is not listed here please call us for more information.**

Consulting and Training Photos

