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Snakes in the Workplace

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The Dangers of Snakes Safety Talk

There are many **different kinds of wildlife** that can pose a danger to workers in the United States. Different geographical regions deal with different types of wildlife. Snakes, both venomous and non-venomous, can be a major concern for many different workers across the U.S. It is important to consider if snakes could be in your work area and what steps need to be taken to prevent any type of injury or incident due to them.



Snake Bites in the United States

Some countries have many more types of venomous snakes than the U.S. There are still a few kinds of venomous snakes found in the United States including rattlesnakes, copperheads, cottonmouths/water moccasins, and coral snakes. It is estimated that around 7,000 to 8,000 people are bitten by venomous snakes each year in the United States. However, due to effective anti-venom and medical treatment only an average of 5 people die as a result of a bite. Dr. JoAnn Schulte, a medical epidemiologist, states that if anti-venom is needed a hospital bill can easily reach over \$100,000 dollars.

While many of the bites by venomous snakes occur off the job and a large number of the people who are bit are children, there are many workers who are at risk for coming into contact with one of these snakes. Any job that is based outside, especially in warmer climates of the U.S., are more at risk to come across one of these snakes.

Other Hazards of Snakes in the Workplace

Obviously not all snakes are venomous and the majority of snakes you will see in your lifetime will be non-venomous. There are still hazards created by these kinds of snakes as well. One of these hazards is the sheer surprise or fear that these creatures can create in people. For example, you are moving sheet metal next to a garage. You pull up the last piece of sheet metal only to find a five foot long black snake inches away from your hand. You jump back, trip over a pipe, and smack your head requiring stitches. Also, some snakes like a black snake have small jagged teeth that can leave lacerations that may need medical attention if bitten.

Safeguards to Protect Yourself from Snakes

- The main way to avoid a bite by a snake is to just leave the snake alone. If removal is necessary contact a professional to remove the snake, especially if it is poisonous.
- Always wear protective toe boots, long pants, and a long shirt when working in areas where snakes are normally found. Clothing will help reduce the impact of a snake's bite.
- Always do a work area inspection prior to starting work. Look for signs of wildlife in your work area and always be careful when moving materials outdoors where wildlife can live.

Discussion point:

-Does anyone know a person who has been bitten by a venomous snake?

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July 26, 2019

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

**Safety course for public works on insect bites. (See Attached)

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,


Armando A. Martinez, BS,LI;FF



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Ticks

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Ticks Safety Talk

Ticks are small arachnids that bite to fasten themselves onto the skin and feed on blood. Ticks live in the fur and feathers of many birds and animals. There are many kinds of ticks in the United States and they can be found in virtually any area of the country. Tick bites occur most often during early spring to late summer and in areas where there are many wild animals and birds. It is important to avoid areas where ticks are found and prevent tick bites to avoid contracting the diseases they carry.

Tick Related Diseases

(source: www.webmd.com)

- Lyme disease
- Rocky Mountain spotted fever
- Tularemia
- Relapsing fever
- Colorado tick fever



Most of these diseases come with flu-like symptoms after getting bit.

Symptoms may begin from 1 day to 3 weeks after the tick bite. Sometimes a rash or sore appears along with the flu-like symptoms. If you are bit by a tick

or display these symptoms after being in an area where ticks are found go to the doctor. Early diagnosis and antibiotics can result in a full recovery from these diseases.

Tick Bite Prevention

Avoid areas where there is a lot of vegetation or animals that can carry ticks. If you have to be in these areas wear clothes and gloves that cover as much skin as possible. Use bug repellent that protects against ticks. Check for ticks periodically on your clothes and on your skin. Do a complete check of your body before showering. Ticks like to bury themselves in the skin on warmer areas of the body.

If You Find a Tick on You

It is important to remove the tick as quickly as possible. Removing the tick quickly can prevent the spread of disease if the tick is infected. Use fine tip tweezers to remove the tick. Make sure the head of the tick is removed with the body. Save the tick in a zip lock bag or container in case it needs identified later on if disease occurs.

Wash the area with soap and water after the tick is removed as well as your hands. Apply antibiotic ointment to the area if the bite becomes irritated.

Summary

While many ticks do not carry disease, some do. Avoiding the areas where ticks are present is the best way to eliminate the chance of getting bit. It is important to protect yourself and prevent tick bites.

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June 28, 2019

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

**Safety course for public works on heat exhaustion. (See Attached)

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,

A handwritten signature in black ink, appearing to read "Armando A. Martinez". The signature is stylized and written over a horizontal line.

Armando A. Martinez, BS, LF;FF

Armando A. Martinez

INVOICE

INVOICE # 2806-19
DATE: JUNE 28, 2019

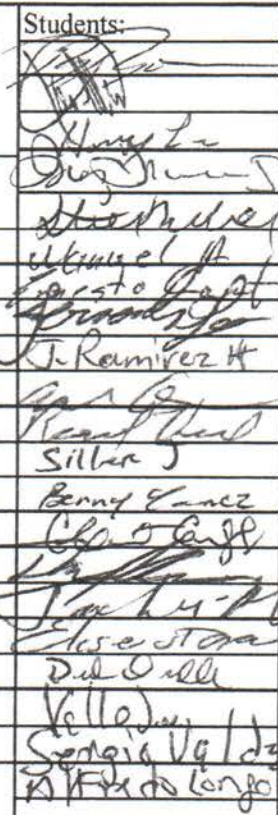
2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

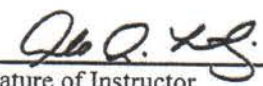
THANK YOU!

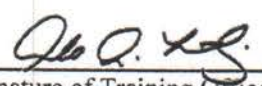
IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>June 19, 2019</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	
Shift/Station(s): _____	Subject Matter: <u>Heat Stress</u>	
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		

Course Description:
Course designed to inform all City Personnel on the issues of heat related incidents

- | | |
|---|---|
| <input type="checkbox"/> Rules and Regulations
<input type="checkbox"/> Forcible Entry
<input type="checkbox"/> Portable Extinguishers
<input type="checkbox"/> Ropes, Knots, Hitches
<input type="checkbox"/> Ladders
<input type="checkbox"/> Salvage
<input type="checkbox"/> Overhaul
<input type="checkbox"/> Fire Streams/Hydraulics
<input type="checkbox"/> Apparatus Familiarization
<input type="checkbox"/> Ventilation
<input type="checkbox"/> Rescue
<input type="checkbox"/> Pump Operations
<input type="checkbox"/> Inspections
<input type="checkbox"/> Water Supplies
<input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation
<input type="checkbox"/> Fire Science
<input type="checkbox"/> Haz-Mat
<input type="checkbox"/> Communications
<input type="checkbox"/> Public Relations
<input type="checkbox"/> Reports/Records
<input type="checkbox"/> Fire Origin and Cause
<input type="checkbox"/> SCBA
<input type="checkbox"/> PPE
<input type="checkbox"/> Safety
<input type="checkbox"/> Pre-Fire Survey
<input type="checkbox"/> Incident Command
<input type="checkbox"/> Building Construction
<input type="checkbox"/> Live Fire Training
<input type="checkbox"/> First Aid |
|---|---|


 Signature of Instructor


 Signature of Training Officer



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Heat Stress

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Heat Stress Safety Talk

Heat stress can be a killer on the jobsite. Deaths from heat-related issues between 2005 and 2009 rose to higher rates than any others observed during any other 5-year periods in the past 35 years. Outside of the direct consequences such as heat stroke, heat stress can cause incidents due to loss of focus or excessive fatigue on the job.

Heat-Related Illnesses

(Source: www.WebMD.com)

Heat Cramps: Are painful, brief muscle cramps. Muscles may spasm or jerk involuntarily. Heat cramps can occur during exercise or work in a hot environment or begin a few hours later.

Heat Exhaustion: There are two types of heat exhaustion. 1. Water depletion- Signs include excessive thirst, weakness, headache, and loss of consciousness. 2. Salt depletion- Signs include nausea and vomiting, muscle cramps, and dizziness.

Heat Stroke- Heat stroke is the most serious heat-related illness. Heat stroke can kill or cause damage to the brain and other internal organs. Heat stroke results from prolonged exposure to high temperatures — usually in combination with dehydration — which leads to failure of the body's temperature control system.

Medical Response



If anyone is displaying symptoms of a heat-related illness, it is important to get them the proper medical attention they need before the problem turns into heat stroke.

For people displaying symptoms of heat exhaustion, have them stop work and get to a shaded area. The affected person needs to consume water or electrolyte replacing sports drinks. The person should not return to work the rest of the day.

Anyone who is displaying symptoms of a heat stroke, immediate medical attention is needed. Delaying calling 911 could result in irreversible injuries or death. Symptoms of heat stroke include fainting, throbbing headache, dizziness, lack of sweating, vomiting, or behavioral changes such as confusion. The person should be cooled down immediately in a shaded area or indoors. **DO NOT** put ice cold water on the

victim as this can cause shock. Use cool water to lower the body temperature of the victim. Remove any unnecessary clothing and fan the victim until medics arrive.

Safe Work Practices to Prevent Heat-Related Illnesses

- Allow for acclimatization to a hot environment before any strenuous work begins. It takes roughly two weeks for an individual to acclimate to a hot environment.
- Drink plenty of water during strenuous activities especially in hot environments. An average person sweats between roughly 27 oz. to 47 oz. per hour during intense labor. To put that amount into perspective, an average water bottle holds 16.9oz.
- Take frequent breaks in the shade or indoors where there is AC.

Summary

Take heat stress seriously. Know the signs and symptoms of heat stress. Have a plan to get the proper medical attention for any individual displaying symptoms of heat stress. Dealing with heat stroke especially, it may mean the difference between life and death.

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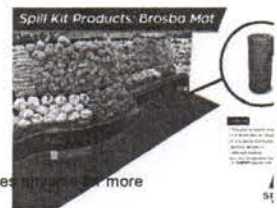


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Cold Stress

Fire Safety at Home

One thought on "Heat Stress"



Naeem says:

April 21, 2019 at 11:29 pm

It is a useful information. Keep it up.

Reply

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May 25, 2019

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

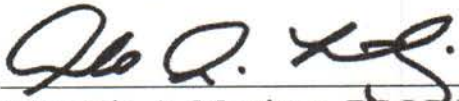
Mr. Yerena

As per our contractual agreement I have completed the following for this month:

**Safety course for summer volunteers. (See Attached)

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2505-19
DATE: MAY 25, 2019

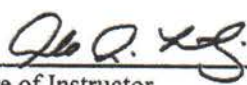
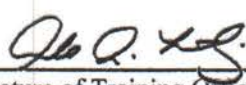
2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>May 30, 2019</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Donna Rec. Center</u>	Length of Class: <u>4.0Hr.</u>	<u>Arnold Saucedo</u>
Shift/Station(s): _____	Subject Matter: <u>CPR/First Aid</u>	<u>Luis Navarro</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Juan Carlo Gonzalez</u>
Course Description: Completed a course on First Aid and CPR for all Donna Summer Recreation Volunteers.		<u>Juan Sanchez</u>
		<u>Juan Martinez</u>
		<u>Angel Lopez</u>
		<u>Monica Gutierrez</u>
		<u>Bethany Lopez</u>
		<u>Fernando Mata</u>
		<u>Andrea Martinez</u>
		<u>Christopher Garcia</u>
		<u>Miriam Segura</u>
		<u>Pamella Tovar</u>
		<u>Julissa Perez</u>
		<u>Alexa Castillo</u>
		<u>Christina Rodriguez</u>
		<u>Megan Garcia</u>
		<u>Dalia Guzman</u>
		<u>Danielle Ricker</u>
		<u>Branda Santana</u>
<input type="checkbox"/> Rules and Regulations <input type="checkbox"/> Forcible Entry <input type="checkbox"/> Portable Extinguishers <input type="checkbox"/> Ropes, Knots, Hitches <input type="checkbox"/> Ladders <input type="checkbox"/> Salvage <input type="checkbox"/> Overhaul <input type="checkbox"/> Fire Streams/Hydraulics <input type="checkbox"/> Apparatus Familiarization <input type="checkbox"/> Ventilation <input type="checkbox"/> Rescue <input type="checkbox"/> Pump Operations <input type="checkbox"/> Inspections <input type="checkbox"/> Water Supplies <input type="checkbox"/> Fire Protection Systems	<input type="checkbox"/> Public Transportation <input type="checkbox"/> Fire Science <input type="checkbox"/> Haz-Mat <input type="checkbox"/> Communications <input type="checkbox"/> Public Relations <input type="checkbox"/> Reports/Records <input type="checkbox"/> Fire Origin and Cause <input type="checkbox"/> SCBA <input type="checkbox"/> PPE <input type="checkbox"/> Safety <input type="checkbox"/> Pre-Fire Survey <input type="checkbox"/> Incident Command <input type="checkbox"/> Building Construction <input type="checkbox"/> Live Fire Training <input type="checkbox"/> First Aid	<u>Jessica Lemzales</u> <u>Rico Guerrero</u>
 _____ Signature of Instructor	 _____ Signature of Training Officer	

EMERGENCY FIRST AID GUIDE

Wounds/Cuts
 1. Wash hands.
 2. Stop bleeding with clean cloth.
 3. Clean wound with antiseptic.
 4. Apply antibiotic ointment.
 5. Cover with sterile bandage.

Fractures
 1. Immobilize the limb.
 2. Do not move the person.
 3. Call for medical help.

Burns
 1. Stop the burning process.
 2. Cool the burn with water.
 3. Do not use ointments or butter.

Choking
 1. Heimlich maneuver.
 2. Back blows.

Heart Attack
 1. Call 911.
 2. Aspirin.
 3. Rest.

Stroke
 1. Call 911.
 2. Do not give food or drink.

Diabetes
 1. Low blood sugar: Sugar, juice.
 2. High blood sugar: Water, rest.

Seizures
 1. Do not restrain.
 2. Turn on side.

Shock
 1. Lay flat.
 2. Warm blanket.

Other conditions: Allergies, Asthma, Epilepsy, etc.

Disclaimer: This guide is for informational purposes only. It is not a substitute for professional medical advice.

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April 28, 2019

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

As per our contractual agreement I have completed the following for this month:

**Safety course for public facilities. (See Attached)

**CPR Course for PD and Various City Departments

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,


Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2804-19
DATE: APRIL 28, 2019

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
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Strokes- Signs and Emergency Response

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Strokes- Signs and Emergency Response Safety Talk

Strokes, just like heart attacks, are a serious medical emergency that occur all too often. They are the leading cause for serious long term disability and are the third leading cause of death in the United States. Each year over 795,000 people experience a stroke in the US. Over 75% of stroke victims are over the age of 65 according to [StrokeCenter.org](#).

It is important to know the signs and symptoms of someone who is experiencing a stroke. Knowing the symptoms along with the proper emergency response is critical. Knowing this information can make all the difference in whether a victim of a stroke receives the medical attention they need to save their life.

Signs and Symptoms of a Stroke (source: [WebMD.com](#))

- Sudden weakness or numbness in the face, arm, or leg on one side of the body.
- Abrupt loss of vision, strength, coordination, sensation, speech, or the ability to understand speech.
- Sudden dimness of vision, especially in one eye.
- Sudden and severe headache with no other cause followed rapidly by loss of consciousness — indications of a stroke due to bleeding.
- Sudden loss of balance, possibly accompanied by vomiting, nausea, fever, hiccups, or trouble with swallowing.
- Brief loss of consciousness.
- Unexplained dizziness.



Emergency Response for a Stroke Victim

If an individual is showing any of these symptoms and you suspect they may be suffering from a stroke, prompt medical attention is crucial to minimizing the effects the stroke can have or prevent death. Some of the treatments for victims must begin within a few hours and if they do not then the victim can face debilitating injuries if they survive. Just like any other type of medical emergency, never hesitate to call 911. It is always better to err on the side of caution when dealing with something as serious as a stroke.

Summary

Because of the sheer number of strokes each year, there is a good chance someone you know could experience one. Knowing what to look for when dealing with someone who is having a stroke is critical. You can be the difference in whether a victim gets the care they need quickly.

Discussion point:

-Has anyone experienced someone having a stroke and are willing to discuss what symptoms you witnessed?

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Heartsaver® Course Roster

Emergency Cardiovascular Care Programs



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 - Exam
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 - Child CPR AED
 - Infant CPR
 - Exam
- Heartsaver First Aid
 - Exam
- Heartsaver Pediatric First Aid CPR AED
 - Adult CPR
 - Exam
- Heartsaver Instructor

Lead Instructor Armando A. Martinez
 Lead Instructor ID# 03112320162
 Card Expiration Date 06/2020
 Training Center Knapp Medical Center
 Training Center ID# TX 04732
 Training Site Name (if applicable) Weslaco Fire Department
 Address 125 E. 5th St.
 City, State ZIP Weslaco, Texas 78596
 Course Location Donna Police Department

Course Start Date/Time 04/05/19 0900 Course End Date/Time 04/05/19 1500 Total Hours of Instruction 7.0
 No. of Cards Issued 9 Student-Manikin Ratio 2:1 Issue Date of Cards 04/05/19

Assisting Instructor (Attach copy of instructor aligned with a TC other than the primary TC)

Name and Instructor ID#	Card Exp. Date	Name and Instructor ID#	Card Exp. Date
1.		5.	
2.		6.	
3.		7.	
4.		8.	

I verify that this information is accurate and truthful and that it may be confirmed. This course was taught in accordance with AHA guidelines.

[Handwritten Signature]

Signature of Lead Instructor _____ Date 04/05/19



Course Participants

Date 04/05/19 Course Donna PD Lead Instructor Armando A. Martinez Lead Instr. ID# 03112320162

Name and Email Please PRINT as you wish your name to appear on your card. Please print email address legibly.	Mailing Address/Telephone	Complete/ Incomplete	Remediation/Date Completed (if applicable)
1. Erik C Gonzalez	Donna PD		
2. Robert Gonzalez			
3. Juan T. Reyes			
4. Reynaldo Ramirez			
5. Candenario Hernandez			
6. Ashley N. Read			
7. Alejandro Perez			
8.			
9.			
10.			

Heartsaver® Course Roster

Emergency Cardiovascular Care Programs



Course Information

- Heartsaver CPR AED
 - Child CPR AED Infant CPR Exam
- Heartsaver First Aid CPR AED
 - Child CPR AED Infant CPR Exam
- Heartsaver First Aid
 - Exam
- Heartsaver Pediatric First Aid CPR AED
 - Adult CPR Exam
- Heartsaver Instructor

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 Lead Instructor ID# 03112320162
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1.		5.	
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3.		7.	
4.		8.	

I verify that this information is accurate and truthful and that it may be confirmed. This course was taught in accordance with AHA guidelines.

Signature of Lead Instructor  Date 04/05/19

Course Participants



Date 04/05/19

Course Donna PD

Lead Instructor Armando A. Martinez

Lead Instr. ID# 03112320162

Name and Email Please PRINT as you wish your name to appear on your card. Please print email address legibly.	Mailing Address/Telephone	Complete/ Incomplete	Remediation/Date Completed (if applicable)
1. Jesse Carana	1641 Bryce Dr. Mission TX		
2. Hector Gutierrez Jr.			
3. Gilbert Bustamante Jr			
4. Herman Gonzalez Jr.			
5. Isaiyan T crouse			
6. Christy Estrada			
7. Erik Valdez			
8. Toni Novelo			
9. Danney Valdez			
10. AJ Arevalo	207 S. 10 th st. Donna TX		

Heartsaver® Course Roster

Emergency Cardiovascular Care Programs



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 - Child CPR AED Infant CPR Exam
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Lead Instructor Armando A. Martinez
 Lead Instructor ID# 03112320162
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Assisting Instructor (Attach copy of instructor aligned with a TC other than the primary TC)

Name and Instructor ID#	Card Exp. Date	Name and Instructor ID#	Card Exp. Date
1.		5.	
2.		6.	
3.		7.	
4.		8.	

I verify that this information is accurate and truthful and that it may be confirmed. This course was taught in accordance with AHA guidelines.



Signature of Lead Instructor _____ Date 04/05/19

Course Participants



Date 04/05/19 Course Donna PD Lead Instructor Armando A. Martinez Lead Instr. ID# 03112320162

Name and Email Please PRINT as you wish your name to appear on your card. Please print email address legibly.	Mailing Address/Telephone	Complete/ Incomplete	Remediation/Date Completed (if applicable)
1. John Paul Arevalo			
2. Alejandro Martinez			
3. James Soto			
4. Rogelio Esquivel			
5. Rogelio Garcia			
6. EMERALDA ESTRADA			
7. Marilyn Ramirez			
8. Ricardo Perez II			
9. Esteban S Garza			
10. Mirreva Perez			

March 26, 2019

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena


As per our contractual agreement I have completed the following for this month:

**Safety course for public facilities. (See Attached)

**Working on building inspection plan.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,


Armando A. Martinez, BS, LI, FF

Armando A. Martinez

INVOICE

INVOICE # 2603-19
DATE: MARCH 26, 2019

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>March 8, 2019</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Backing Up</u>	Length of Class: <u>1.0hr</u>	<i>[Handwritten student names: Juan P. Lopez, Jose G. Lopez, Jesus J. Lopez, Eric Guerrero, Jose S. Lopez, Manuel A. Ruben Salazar, Valle, Jose, Daniel D. Valle, Juan Ramirez, Jose Herrera, E. Foral, Steven Melendez, Jessie Valdes, Huberto Gomez, Jose Herrera]</i>
Shift/Station(s): _____	Subject Matter: <u>Slips Trips and Falls</u>	
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		

Course Description:
 This course discussed the how to properly back up at work and at home. We discussed blind spots, fixed objects and moving equipment and vehicles.

- | | |
|---|---|
| <input type="checkbox"/> Rules and Regulations
<input type="checkbox"/> Forcible Entry
<input type="checkbox"/> Portable Extinguishers
<input type="checkbox"/> Ropes, Knots, Hitches
<input type="checkbox"/> Ladders
<input type="checkbox"/> Salvage
<input type="checkbox"/> Overhaul
<input type="checkbox"/> Fire Streams/Hydraulics
<input type="checkbox"/> Apparatus Familiarization
<input type="checkbox"/> Ventilation
<input type="checkbox"/> Rescue
<input type="checkbox"/> Pump Operations
<input type="checkbox"/> Inspections
<input type="checkbox"/> Water Supplies
<input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation
<input type="checkbox"/> Fire Science
<input type="checkbox"/> Haz-Mat
<input type="checkbox"/> Communications
<input type="checkbox"/> Public Relations
<input type="checkbox"/> Reports/Records
<input type="checkbox"/> Fire Origin and Cause
<input type="checkbox"/> SCBA
<input type="checkbox"/> PPE
<input type="checkbox"/> Safety
<input type="checkbox"/> Pre-Fire Survey
<input type="checkbox"/> Incident Command
<input type="checkbox"/> Building Construction
<input type="checkbox"/> Live Fire Training
<input type="checkbox"/> First Aid |
|---|---|

[Signature]
 Signature of Instructor

[Signature]
 Signature of Training Officer



Backing Up (Motor Vehicle Safety)

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Backing Up Safety Talk

Operating heavy equipment or a motor vehicle is inherently a hazardous task, however, backing up creates more risk for incidents to occur. According to the National Safety Council, backing accidents cause 500 deaths and 15,000 injuries per year. All too often unnecessary backing is responsible for injuries or property damage incidents. It is important to consider the hazards of backing and what can be done to mitigate these hazards.

Hazards of Backing

With increased blind spots, backing leaves drivers and operators at more risk for error resulting in damage or injury. The most serious incident occurring due to backing is fatalities of ground personnel. OSHA states that dump trucks followed by semi-trucks and ordinary pickups are responsible for the majority of back over incidents in the past 10 years on the job. Outside of struck-by incidents involving ground personnel, there are many other hazards to consider. A few hazards include:



- Less visibility/ more blind spots
- Fixed objects
- Moving equipment or vehicles
- Uneven terrain (construction sites)

Best Practices and Safeguards to Mitigate the Hazards of Backing

- The single best way to prevent backing-related incidents is to eliminate backing as much as possible. Most work areas and tasks can be setup in such a way that backing up is not necessary. Preplanning of movements is another way to eliminate unnecessary backing.
- Look for pull through parking before choosing to park where your first move is backing up. Always try to position yourself so that you can easily pull forward out of a parking spot.
- If you need to back up after being in a fixed position, complete a walk around of your vehicle. This allows you to be aware of what is in your blind spots prior to making a move.
- Install backup cameras on equipment and vehicles.
- Use a spotter when appropriate. If backing is necessary and there are hazards such as other ground personnel or fixed objects in the area then a spotter may be necessary. Always consider the additional hazards created when a spotter is used in a work area with moving equipment or vehicles.
- Mark fixed objects so they are more visible to those operating a motor vehicle or heavy equipment in a work area.
- Place protective barricades to protect critical or expensive equipment from struck-by incidents.

Summary

Backing can almost always be eliminated or greatly reduced when proper preplanning is used. Elimination should always be the first choice before relying on less effective safeguards such as backup cameras or a spotter. Discussion point: Are we doing a lot of unnecessary backing during our work tasks?

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February 28, 2019

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

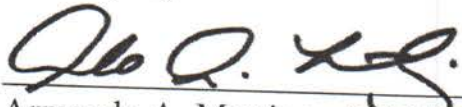
As per our contractual agreement I have completed the following for this month:

**Safety course for public facilities. (See Attached)

**Working on building inspection plan.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP, FF

Armando A. Martinez

INVOICE

INVOICE # 2802-19
DATE: FEBRUARY 28, 2019

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!



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Slips, Trips, and Falls

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Slips, Trips, and Falls Safety Talk

Slips, trips, and falls are one of the leading causes of injuries and fatalities in the workplace. According to OSHA, slip, trip, and fall incidents cause 15% of all accidental deaths, and are second only to motor vehicle incidents as a cause of fatalities on the job. These types of incidents are extremely costly to businesses. According to the 2006 Liberty Mutual Workplace Safety Index, the annual direct cost of disabling occupational injuries due to slips, trips and falls is estimated to exceed \$11 billion.

Common Slip, Trip, and Fall Incidents

Falls from elevation are often deadly or result in serious injury and may include falls from ladders, falls off of mobile equipment, falls from roofs or other elevated structures, etc. Slip incidents on slippery surfaces such as snow and ice are common in colder geographical areas in the U.S. Wet floors due to moisture or chemicals is also a common cause of slip incidents at work. Trips can be caused by a multitude of reasons including poor housekeeping, changes in elevation, improper footwear, etc.

Mitigation Actions to Prevent Slip, Trip, and Fall Incidents

- Always use fall prevention or protection for work over 4ft in general industry work and 6ft in the construction industry. Protect workers by using proper guarding of any holes or open windows and use guardrails to prevent falls. Where guardrails are not feasible, use proper fall protection. An example of proper fall protection is a full body harness and a self-retracting lanyard attached to an approved anchor point with 100% tie-off.
- Proper housekeeping is very important in preventing slip, trip, and falls incidents. Objects on the ground create a hazard for anyone walking or working in the area. Maintain clearly defined paths for walking in the work area. Have lay down yards for tools and equipment out of the way of employee foot traffic.
- Address any wet, slippery, or icy walking surfaces in your work area. Post signs of any hazardous surfaces until the situation is taken care of completely.
- When climbing up or down a portable or fixed ladder ensure that you use proper techniques such as using three points of contact and keeping your belt buckle within the sides of the ladder. Do not lean to reach objects- this can throw off your balance and you could fall.

Discussion points:

- Are there trip hazards due to improperly placed objects in your work area?
- Has anyone or a close family member of yours experienced a severe fall? How has it affected you/ them?
- What are other ways we can protect ourselves from slips, trips, and falls here at our site?

Check out Atlantic Training's Slip, Trip, and Fall training for your employees. Any training purchased after clicking through our affiliate link earns us a commission at no cost to you. Support the site to help us continue to create free content!

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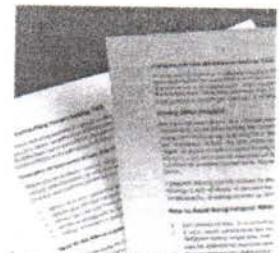


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Learn More and Request Samples



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Click here to download a PDF version of a free talk that members get access to!

January 25, 2019

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

As per our contractual agreement I have completed the following for this month:

**Safety course for public facilities. (See Attached)

**Working on building inspection plan.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP, FF

Armando A. Martinez

INVOICE

INVOICE # 2501-19
DATE: JANUARY 25, 2019

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>January 17, 2019</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Donna Public Works</u>	Length of Class: <u>1.0hr</u>	<u>Clayton</u> <u>Greg DeLeon Jr</u> <u>Jose Velazquez</u> <u>Mike Sive</u> <u>Henry</u> <u>Manuel P</u> <u>Man Ramirez</u> #4 <u>Rio Garcia</u> <u>Eneta Garcia</u> <u>Samir</u> <u>Elmer Gomez</u> <u>Shawn</u> <u>Frederick</u> <u>Ke Bon</u> <u>Gilberto Gomez</u> <u>Jose Lillo</u> <u>Eliseo Toral</u> <u>A. Silla</u> <u>R. Lopez</u> <u>Orlando</u> <u>R. DeLeon</u> <u>Jose Velazquez</u> <u>Greg</u>
Shift/Station(s): _____	Subject Matter: <u>Insect Bites</u>	

Course Description:
 This course discussed the signs and symptoms of a heart attack and what someone has to do if they have a heart attack or witness one.

- | | |
|---|--|
| <input type="checkbox"/> Rules and Regulations
<input type="checkbox"/> Forcible Entry
<input type="checkbox"/> Portable Extinguishers
<input type="checkbox"/> Ropes, Knots, Hitches
<input type="checkbox"/> Ladders
<input type="checkbox"/> Salvage
<input type="checkbox"/> Overhaul
<input type="checkbox"/> Fire Streams/Hydraulics
<input type="checkbox"/> Apparatus Familiarization
<input type="checkbox"/> Ventilation
<input type="checkbox"/> Rescue
<input type="checkbox"/> Pump Operations
<input type="checkbox"/> Inspections
<input type="checkbox"/> Water Supplies
<input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation
<input type="checkbox"/> Fire Science
<input type="checkbox"/> Haz-Mat
<input type="checkbox"/> Communications
<input type="checkbox"/> Public Relations
<input type="checkbox"/> Reports/Records
<input type="checkbox"/> Fire Origin and Cause
<input type="checkbox"/> SCBA
<input type="checkbox"/> PPE
<input type="checkbox"/> Safety
<input type="checkbox"/> Pre-Fire Survey
<input type="checkbox"/> Incident Command
<input type="checkbox"/> Building Construction
<input type="checkbox"/> Live Fire Training
<input checked="" type="checkbox"/> First Aid |
|---|--|

Armando A. Martinez
 Signature of Instructor

Armando A. Martinez
 Signature of Training Officer

December 28, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

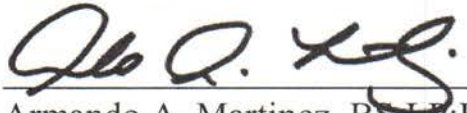
As per our contractual agreement I have completed the following for this month:

**Prepared a monthly training course for Public Utilities and Public Facilities.

**Discussed procedures on Horseplay in the workplace, Safety Tips Involving Horseplay. (Course will be held the first week of December due to the Thanksgiving Holiday).

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2812-18
DATE: DECEMBER 28, 2018

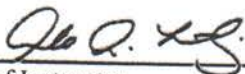
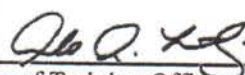
2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>12/3/2018</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Facilities</u>	Length of Class: <u>1</u>	<u>Wagner 1.12</u> <u>Chavez</u> <u>Gilberto Ponce</u> <u>Juan Ramirez #</u> <u>Juan Cruz</u> <u>Henry Herrera</u> <u>Randy Diaz</u> <u>Jose Luis</u> <u>Walter Lopez</u> <u>Francisco Lopez</u> <u>Jose</u> <u>Luis Ramirez Jr.</u> <u>José Herrera</u> <u>R. Berrero</u> <u>Alfredo Longoria</u> <u>Eliana Toral</u> <u>Ruben Salazar</u> <u>Jose Hernandez</u> <u>Arturo Vazquez</u> <u>Sabir Calderon</u> <u>Ramon</u> <u>David</u> <u>Enrique Rodriguez</u> <u>Rubén Lopez</u> <u>D. P. L. 2</u> <u>Steven Williams</u> <u>Ville Jue</u> <u>San Vazquez</u> <u>Jessie Valdez</u> <u>Thomas F. ...</u> <u>James F. ...</u> <u>Dul D. ...</u>
Shift/Station(s): _____	Subject Matter: <u>Horseplay</u>	
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		
Course Description: <u>Discussed horesplay in the work place. Used examples of horseplay leading to injuries.</u> <u>Also discussed safety tips involving horesplay in the workplace.</u>		
<input type="checkbox"/> Rules and Regulations <input type="checkbox"/> Forcible Entry <input type="checkbox"/> Portable Extinguishers <input type="checkbox"/> Ropes, Knots, Hitches <input type="checkbox"/> Ladders <input type="checkbox"/> Salvage <input type="checkbox"/> Overhaul <input type="checkbox"/> Fire Streams/Hydraulics <input type="checkbox"/> Apparatus Familiarization <input type="checkbox"/> Ventilation <input type="checkbox"/> Rescue <input type="checkbox"/> Pump Operations <input type="checkbox"/> Inspections <input type="checkbox"/> Water Supplies <input type="checkbox"/> Fire Protection Systems		
<input type="checkbox"/> Public Transportation <input type="checkbox"/> Fire Science <input type="checkbox"/> Haz-Mat <input type="checkbox"/> Communications <input type="checkbox"/> Public Relations <input type="checkbox"/> Reports/Records <input type="checkbox"/> Fire Origin and Cause <input type="checkbox"/> SCBA <input type="checkbox"/> PPE <input checked="" type="checkbox"/> Safety <input type="checkbox"/> Pre-Fire Survey <input type="checkbox"/> Incident Command <input type="checkbox"/> Building Construction <input type="checkbox"/> Live Fire Training <input checked="" type="checkbox"/> _ Horseplay		
Signature of Instructor: <u></u>		
Signature of Training Officer: <u></u>		

Horseplay on the Job

Horseplay Safety Talk

Horseplay leads to many injuries and property loss damage incidents in the United States every year. A quick search on YouTube or Google will show you hundreds of these types of incidents. While you should enjoy the work that you do, your work should always be completed safely and responsibly. Some companies actually condone and provide resources to employees to horseplay and fun have such as Google, but many companies have a zero tolerance for it in their workplace. While horseplay may seem innocent and fun it can lead to devastating consequences.

Examples of Horseplay Leading to Injuries

- A guy pulls the chair from beneath a coworker as he goes to sit. The victim falls and bruises his tailbone and cannot properly walk for weeks.
- A man decides it would be funny to blow an air horn in a coworker's ear. This action ruptures the victim's eardrum, requiring medical attention.
- A worker decides to jump on the side of a piece of equipment and catch a ride. The operator hits a bump at a fast speed in an attempt to scare the other worker. The worker falls off and is run over by the equipment and dies.

Some Safety Tips Involving Horseplay in the Workplace

- If your company condones or allows some type of horseplay know the limits. Just because it is allowed does not mean it cannot lead to an incident.
- Stay busy at work. Excessive downtime often leads to horseplay or other activities to pass the time that can distract workers from tasks going on around them.
- Do not initiate horseplay. You do not want to be the one responsible for an injury, fatality, or property damage incident in your workplace.
- If others around you are taking part or initiating horseplay, report it to a supervisor. Do not just turn a blind eye. An incident can have a huge effect on you, your job, and the company as a whole depending on the severity of the incident.

Discussion point:

-Have you ever witnessed horseplay lead to an injury or a property damage incident on a job?

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* indicates required

First Name

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November 27, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

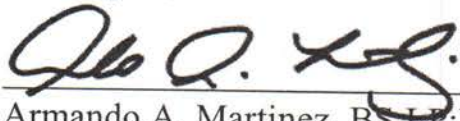
As per our contractual agreement I have completed the following for this month:

**Prepared a monthly training course for Public Utilities and Public Facilities.

**Will be discussing procedures on Horseplay in the workplace, Safety Tips Involving Horseplay. (Course will be held the first week of December due to the Thanksgiving Holiday).

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2711-18
DATE: NOVEMBER 27, 2018

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

Horseplay on the Job

Horseplay Safety Talk

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- A man decides it would be funny to blow an air horn in a coworker's ear. This action ruptures the victim's eardrum, requiring medical attention.
- A worker decides to jump on the side of a piece of equipment and catch a ride. The operator hits a bump at a fast speed in an attempt to scare the other worker. The worker falls off and is run over by the equipment and dies.

Some Safety Tips Involving Horseplay in the Workplace

- If your company condones or allows some type of horseplay know the limits. Just because it is allowed does not mean it cannot lead to an incident.
- Stay busy at work. Excessive downtime often leads to horseplay or other activities to pass the time that can distract workers from tasks going on around them.
- Do not initiate horseplay. You do not want to be the one responsible for an injury, fatality, or property damage incident in your workplace.
- If others around you are taking part or initiating horseplay, report it to a supervisor. Do not just turn a blind eye. An incident can have a huge effect on you, your job, and the company as a whole depending on the severity of the incident.

Discussion point:

Have you ever witnessed horseplay lead to an injury or a property damage incident on a job?

Get Content Found Only on the Email List!

* indicates required

Email Address *

First Name

Subscribe

October 25, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena


As per our contractual agreement I have completed the following for this month:

**Prepared a monthly training course for Public Utilities and Public Facilities.

**Discussed procedures on trench safety and equipment to utilize.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,


Armando A. Martinez, BS, LP, FF

Armando A. Martinez

INVOICE

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

INVOICE # 2510-18
DATE: OCTOBER 25, 2018

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

OSHA[®] FactSheet

Trenching and Excavation Safety

Two workers are killed every month in trench collapses. The employer must provide a workplace free of recognized hazards that may cause serious injury or death. The employer must comply with the trenching and excavation requirements of 29 CFR 1926.651 and 1926.652 or comparable OSHA-approved state plan requirements.

An excavation is any man-made cut, cavity, trench, or depression in an earth surface formed by earth removal.

Trench (Trench excavation) means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 meters).

Dangers of Trenching and Excavation

Cave-ins pose the greatest risk and are much more likely than other excavation-related accidents to result in worker fatalities. Other potential hazards include falls, falling loads, hazardous atmospheres, and incidents involving mobile equipment. One cubic yard of soil can weigh as much as a car. An unprotected trench is an early grave. Do not enter an unprotected trench.

Trench Safety Measures

Trenches 5 feet (1.5 meters) deep or greater require a protective system unless the excavation is made entirely in stable rock. If less than 5 feet deep, a competent person may determine that a protective system is not required.

Trenches 20 feet (6.1 meters) deep or greater require that the protective system be designed by a registered professional engineer or be based on tabulated data prepared and/or approved by a registered professional engineer in accordance with 1926.652(b) and (c).

Competent Person

OSHA standards require that employers inspect trenches daily and as conditions change by a competent person before worker entry to ensure elimination of excavation hazards. A competent person is an individual who is capable of identifying existing and predictable hazards or working conditions that are hazardous, unsanitary, or dangerous to workers, soil types and protective systems required, and who is authorized to take prompt corrective measures to eliminate these hazards and conditions.

Access and Egress

OSHA standards require safe access and egress to all excavations, including ladders, steps, ramps, or other safe means of exit for employees working in trench excavations 4 feet (1.22 meters) or deeper. These devices must be located within 25 feet (7.6 meters) of all workers.

General Trenching and Excavation Rules

- Keep heavy equipment away from trench edges.
- Identify other sources that might affect trench stability.
- Keep excavated soil (spoils) and other materials at least 2 feet (0.6 meters) from trench edges.
- Know where underground utilities are located before digging.
- Test for atmospheric hazards such as low oxygen, hazardous fumes and toxic gases when > 4 feet deep.
- Inspect trenches at the start of each shift.
- Inspect trenches following a rainstorm or other water intrusion.
- Do not work under suspended or raised loads and materials.
- Inspect trenches after any occurrence that could have changed conditions in the trench.
- Ensure that personnel wear high visibility or other suitable clothing when exposed to vehicular traffic.

Protective Systems

There are different types of protective systems.

Benching means a method of protecting workers from cave-ins by excavating the sides of an

excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels. *Benching cannot be done in Type C soil.*

Sloping involves cutting back the trench wall at an angle inclined away from the excavation.

Shoring requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave-ins.

Shielding protects workers by using trench boxes or other types of supports to prevent soil cave-ins. Designing a protective system can

be complex because you must consider many factors: soil classification, depth of cut, water content of soil, changes caused by weather or climate, surcharge loads (e.g., spoil, other materials to be used in the trench) and other operations in the vicinity.

Additional Information

Visit OSHA's Safety and Health Topics web page on trenching and excavation at

www.osha.gov/SLTC/trenchingexcavation/index.html

www.osha.gov/dcsp/statestandard.html

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.



U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

DOC FS-3476 9/2011

September 27, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena


As per our contractual agreement I have completed the following for this month:

**Prepared a monthly training course for Public Utilities and Public Facilities.

**Discussed procedures how to provide check vehicles and drive safely during wet and icy conditions.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,


Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2709-18
DATE: SEPTEMBER 27, 2018

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

9 Driving Tips to Stay Safe in Wet Weather

Wet weather can affect us all: from snow and ice up north, tropical storms in the south or even a surprise rainstorm in a particularly dry or heavily travelled area - all can create havoc when trying to drive.

Prepare your car for wet weather

Check your windshield wipers to see if they need replacing and check your tires to be sure they are in good condition. Keep your gas tank at least half full to avoid gas line freeze-up. Carry a supply of salt, sand or even kitty litter, as these materials can come in handy if you get stuck. If you do get stuck, place some of the materials around the drive wheels to help gain traction and slowly accelerate. If you live in an especially snowy climate, consider keeping a small shovel in your vehicle to remove snow from around the tires to help gain traction. If the forecast calls for freezing rain, take extra precaution, even to the point of not making the drive.

Rain and Fog

Rain can quickly create dangerous driving conditions, and is blamed for thousands of accidents annually. Most accidents result from drivers who don't realize how much driving changes in wet weather compared to dry conditions. For example, during the first few hours of a rainstorm, accumulated oil and engine fluids can float on the rainwater and create a slippery road surface before they are eventually washed away. This risk is increased when an area that receives little precipitation is hit by a downpour. Fog is another hazard drivers face: it can rapidly reduce a driver's vision, making for hazardous conditions in an instant. To help navigate when driving in heavy fog - or in any situation with reduced visibility - you can use the right edge of the road or painted road markings as a guide.

A good rule to follow is whenever you turn on your windshield wipers, turn on your lights, as you'll be more visible to other motorists. Keep your headlights on low beam, especially in the case of fog, as the additional light reflects off the water droplets in the air, actually making it harder to see.

Black Ice and Freezing Rain

"Black Ice" is a term for a thin layer of frozen water that is almost completely transparent, appearing to be the same color as the road surface. This situation can occur very quickly when precipitation or moisture comes into contact with a frozen road surface, and is one of the most dangerous situations you can encounter while driving. A good warning to the possibility of ice forming is that you will see little to no moisture coming from the tires of the vehicles around you, even if the road looks wet. Another way to check for potentially icy conditions is to open your window and run your finger

along the front side of your side view mirror. If ice is forming there, there is a good chance it may be forming on the road, especially if the road has not been treated to prevent freezing. Take a look at your temperature gauge before hitting the road too - it's one of the easiest ways to be alert for possible freezing conditions. One additional thing to remember: 4-wheel or all-wheel drive vehicles do not provide any additional stability on icy surfaces. Sometimes it's best to find a safe spot and wait until the roads are clear and treated or the temperature rises.

What to do if your car skids

If your car starts to skid, resist the natural instinct to slam on the brakes, which could lock your wheels and make the situation worse and eliminate any control you have over your vehicle. Instead, regain control by steering in the direction of the skid while pumping your brakes to gradually reduce speed. If your car has antilock brakes apply steady, even pressure to the brake pedal and avoid pumping them.

What to do if your car starts to hydroplane

If you feel the car starting to hydroplane, where all 4 wheels lose contact between the tire and the road, don't brake abruptly or turn the wheel. Instead, release the gas pedal slowly and steer straight until the car regains traction. If you must brake, lightly apply pressure to the brake pedal. If your vehicle has antilock brakes, apply steady pressure to the brake pedal. You can help reduce the likeliness of hydroplaning by following the "tracks" made by the vehicle in front of you: just don't follow too closely.

Use caution when crossing running water

Flowing water can quickly move your car, even an SUV. It is often safer to turn back and find another route rather than taking a chance. Also, if you cannot tell how deep a puddle or standing water is, choose a different route or drive around it, as there could potentially be a deep pothole underneath, which is something you don't want to find out the hard way.

Make yourself more visible

Even if you don't need them to see the road, your headlights will make your vehicle more noticeable to other drivers. A good rule to follow is if your wipers are on, your lights should be as well. Even better, always put on your headlights during any sort of precipitation to let others better see you, including pedestrians.

Maintain a safe distance

While tailgating is not a good idea in any weather, it's especially dangerous when roads are wet. Never tailgate during a rainstorm: it can take up to three times the distance usually required to stop your car when road surfaces are wet. Use caution when approaching trucks and buses, as the spray created by their tires can reduce visibility - both yours and theirs - and pass as quickly as possible when conditions safely allow.

Slow down and stay safe

Driving in wet weather presents challenges, but they are not impossible. Here's a simple rule to remember: increased speed increases the risks. Brake earlier and more gradually than you would normally. Plan to drive at a slower pace when roads are wet and remember traffic is more likely to be moving slower as well, so you'll need more time to arrive at your destination. If it's raining so hard you can't see the road or cars in front of you, pull over and wait for the precipitation to lessen. If they are calling for icy conditions stay home if possible. By being aware of the road conditions, reducing speed and preparing for challenging situations you'll greatly reduce the likelihood of a wet weather accident.

HOW TO CHECK TIRE TREAD WITH A PENNY



Look at the penny. If any part of Lincoln's head is obscured by the tire tread, your tires are fine. Otherwise, your treads are too shallow and you should replace them.

Sources: National Safety Council, DefensiveDriving.com, Weather.com, Smartmotorist.com

August 27, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

As per our contractual agreement I have completed the following for this month:

- **Prepared a monthly training course for Donna PD on CPR and First Aid.
- **Discussed procedures how to provide immediate assistance and emergency response someone who is having a heat related emergency.
- **Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,


Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2708-18
DATE: AUGUST 27, 2018

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

Heartsaver® Course Roster

Emergency Cardiovascular Care Programs



Course Information

- Heartsaver CPR AED
 - Child CPR AED Infant CPR Exam
- Heartsaver First Aid CPR AED
 - Child CPR AED Infant CPR Exam
- Heartsaver First Aid
 - Exam
- Heartsaver Pediatric First Aid CPR AED
 - Adult CPR Exam
- Heartsaver Instructor


Lead Instructor Armando A. Martinez
 Lead Instructor ID# 03112320162
 Card Expiration Date 06/2020
 Training Center Knapp Medical Center
 Training Center ID# TX 04732
 Training Site Name (if applicable) Weslaco Fire Department
 Address 125 E. 5th St.
 City, State ZIP Weslaco, Texas 78596
 Course Location Donna Police Department

Course Start Date/Time 7/10/18 0800 Course End Date/Time 7/10/15 1500 Total Hours of Instruction 7.0
 No. of Cards Issued 9 Student-Manikin Ratio 2:1 Issue Date of Cards 7/14/18

Assisting Instructor (Attach copy of instructor aligned with a TC other than the primary TC)

Name and Instructor ID#	Card Exp. Date	Name and Instructor ID#	Card Exp. Date
1.		5.	
2.		6.	
3.		7.	
4.		8.	

I verify that this information is accurate and truthful and that it may be confirmed. This course was taught in accordance with AHA guidelines.

Signature of Lead Instructor  Date 07/10/18



Course Participants

Date 07/10/18 Course Donna PD Lead Instructor Armando A. Martinez Lead Instr. ID# 03112320162

Name and Email Please PRINT as you wish your name to appear on your card. Please print email address legibly.	Mailing Address/Telephone	Complete/ Incomplete	Remediation/Date Completed (if applicable)
1. Igoias Garza	207 S 10th St		
16111111 I GARZA 2341@gmail.			
2. Andres Guerrero	207 S. 10th St		
andresguerrero5@yahoo.com			
3. Miguel Peña	207 S. 10th St.		
Randymoss_s2@yahoo.com			
4. Brandon Soto	207 S. 10th St.		
Kingranch-15@yahoo.com			
5. Ricardo Mora Sr.	207 S. 10th St.		
mora_richard29500@yahoo.com			
6. Lessni Fioralata 08@gmail.com	207 S. 10th St		
7. Dahlia Benitez			
descalante@cityofdonna.org			
8. Ricardo Suarez	207 S. 10th		
rsuarez@cityofdonna.org	Donna, TX.		
9. Mario A Silva			
mariosilva_65@yahoo.com			
10.			

Heartsaver® Course Roster

Emergency Cardiovascular Care Programs



Course Information

- Heartsaver CPR AED
 - Child CPR AED
 - Infant CPR
 - Exam
- Heartsaver First Aid CPR AED
 - Child CPR AED
 - Infant CPR
 - Exam
- Heartsaver First Aid
 - Exam
- Heartsaver Pediatric First Aid CPR AED
 - Adult CPR
 - Exam
- Heartsaver Instructor

Lead Instructor Armando A. Martinez
 Lead Instructor ID# 03112320162
 Card Expiration Date 06/2020
 Training Center Knapp Medical Center
 Training Center ID# TX 04732
 Training Site Name (if applicable) Weslaco Fire Department
 Address 125 E. 5th St.
 City, State ZIP Weslaco, Texas 78596
 Course Location Donna Police Department

Course Start Date/Time 7/11/18 0800 Course End Date/Time 7/11/15 1500 Total Hours of Instruction 7.0
 No. of Cards Issued 7 Student-Manikin Ratio 2:1 Issue Date of Cards 7/14/18

Assisting Instructor (Attach copy of instructor aligned with a TC other than the primary TC)

Name and Instructor ID#	Card Exp. Date	Name and Instructor ID#	Card Exp. Date
1.		5.	
2.		6.	
3.		7.	
4.		8.	

I verify that this information is accurate and truthful and that it may be confirmed. This course was taught in accordance with AHA guidelines.

Signature of Lead Instructor [Signature] Date 07/11/18



Course Participants

Date 07/11/18 Course Donna PD Lead Instructor Armando A. Martinez Lead Instr. ID# 03112320162

Name and Email Please PRINT as you wish your name to appear on your card. Please print email address legibly.	Mailing Address/Telephone	Complete/ Incomplete	Remediation/Date Completed (if applicable)
1. Enrique A. Saldana esaldana@cityofdonna.org	Donna P.D.		
2. Alejandro Martinez Jr. del1310@hotmail.com	Donna PD		
3. Ruben Munoz Jr. rmunoz@cityofdonna.org	Donna PD		
4. Mario Alvidres m.alvidres@cityofdonna.org	Donna P.D.		
5. Adrian Hooks ahooks@cityofdonna.org	Donna PD		
6. Claudia Hernandez chemandez@cityofdonna.org	Donna PD		
7. Christopher George Guerra george_guerra25@yahoo.com	Donna PD		
8.			
9.			
10.			

July 28, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

As per our contractual agreement I have completed the following for this month:

**Prepared a monthly training course Public Utilities on Heat Related Emergencies

**Discussed procedures how to provide immediate assistance and emergency response someone who is having a heat related emergency.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2807-18
DATE: JULY 28, 2018

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

Heat Exhaustion vs Heat Stroke

Do you know the difference?

Heat Exhaustion

Symptoms

- Cool, moist skin with goose bumps when in the heat
- Heavy sweating
- Faintness
- Dizziness
- Fatigue
- Weak, rapid pulse
- Low blood pressure upon standing
- Muscle cramps
- Nausea
- Headache

Take Action

- Stop all activity and rest
- Move to a cooler place
- Drink cool water or sports drinks

Contact your doctor if your signs or symptoms worsen or if they don't improve within one hour.



Information from Mayo Clinic

Heat Stroke

Symptoms

- A body temperature of 104 F or higher
- Confusion, agitation, slurred speech, irritability, delirium, seizure or coma
- Skin will feel hot and dry to the touch.
- Nausea and vomiting.
- Flushed, red skin.
- Rapid, shallow breathing.
- Racing heart rate.
- Headache

Take Action

Take immediate action to cool the overheated person while waiting for emergency treatment.

- Get the person into shade or indoors.
- Remove excess clothing.
- Cool the person with whatever means available – put in a cool tub of water or a cool shower, spray with a garden hose, or place ice packs or cold, wet towels on the person's head, neck, armpits and groin.

Heat Exposure (1 of 3)

- In a hot environment, the body tries to rid itself of excess heat.
 - Sweating (and evaporation of the sweat)
 - Dilation of skin blood vessels
 - Removal of clothing and relocation to a cooler environment

Heat Exposure (2 of 3)

- Hyperthermia is a core temperature of 101°F (38.3°C) or higher.
- Risk factors of heat illness:
 - High air temperature (reduces radiation)
 - High humidity (reduces evaporation)
 - Lack of acclimation to the heat
 - Vigorous exercise (loss of fluid and electrolytes)

Heat Exhaustion (2 of 3)

- Signs and symptoms
 - Dizziness, weakness, or syncope
 - Muscle cramping
 - Onset while working hard or exercising in a hot, humid, or poorly ventilated environment and sweating heavily

Heat Exhaustion (3 of 3)

- Signs and symptoms (cont'd)
 - Onset, even at rest, in the older and infant age groups
 - Cold, clammy skin with ashen pallor
 - Dry tongue and thirst
 - Normal vital signs
 - Normal or slightly elevated body temperature

Heat Stroke (4 of 4)

- Signs and symptoms (cont'd)
 - Seizures
 - Strong, rapid pulse at first, becoming weaker with falling blood pressure
 - Increasing respiratory rate
 - Lack of perspiration

Management of Heat Emergencies (1 of 3)

- Heat cramps
 - Remove the patient from the hot environment and loosen clothing.
 - Administer high-flow oxygen if indicated.
 - Rest the cramping muscles.
 - Replace fluids by mouth.
 - Cool the patient with water spray or mist.

Management of Heat Emergencies (3 of 3)

- Heat stroke (cont'd)
 - Cover the patient with wet towels or sheets.
 - Aggressively fan the patient.
 - Exclude other causes of altered mental status.
 - Check blood glucose level if possible.
 - Transport immediately to the hospital.
 - Notify the hospital.
 - Call for ALS if the patient begins to shiver.

June 26, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

As per our contractual agreement I have completed the following for this month:

**Prepared a monthly training course Public Utilities on Bees and the usage of a bee suit.

**Discussed procedures how to provide immediate assistance and emergency response on allergic.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2606-18
DATE: JUNE 26, 2018

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

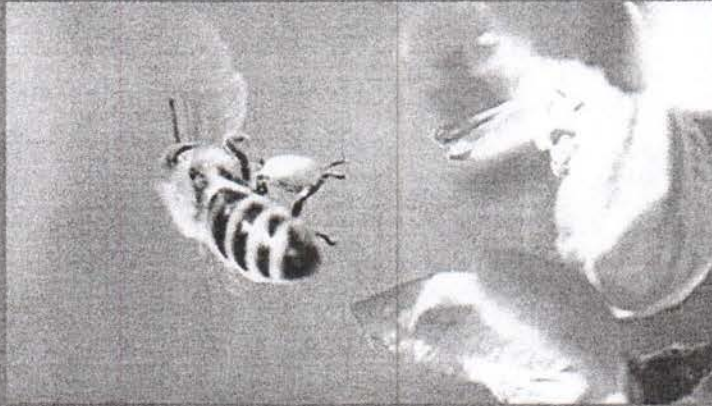
THANK YOU!

Insect Stings (1 of 6)

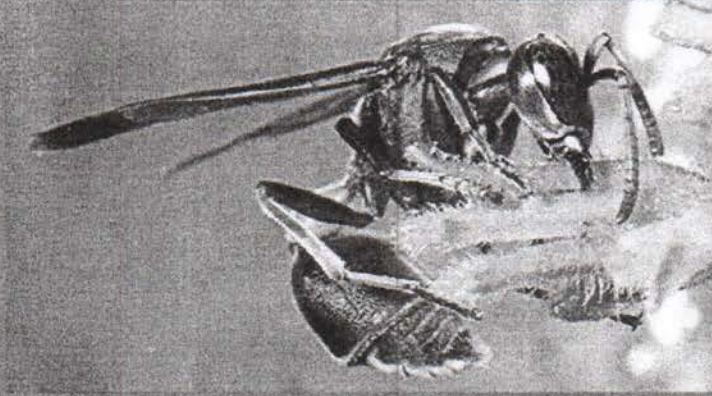
- Approximately 3% of adults and 1% of children are allergic to the venom of bees, wasps, and hornets.
- Insect stings cause at least 50 deaths/year in the United States.
- The stinging organ of most insects is a small, hollow spine projecting from the abdomen.

Insect Stings (2 of 6)

- Honeybees cannot withdraw their stinger.
- Wasps and hornets can sting multiple times.

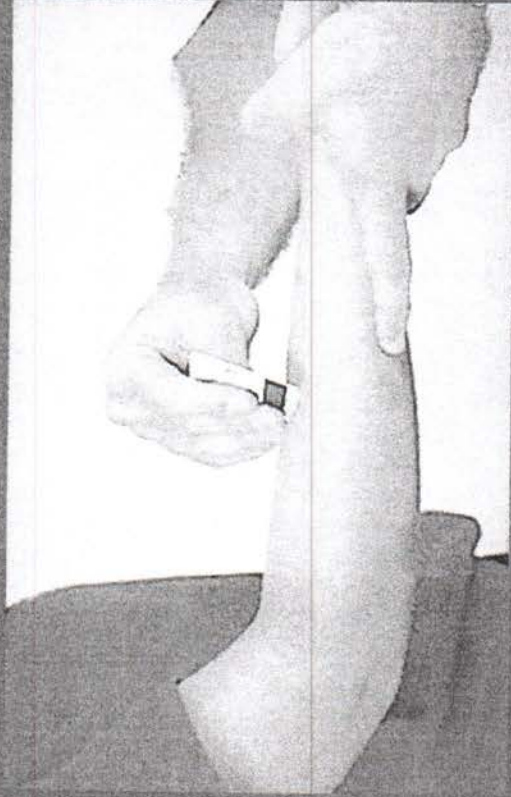


© Manfredxy/Shutterstock, Inc



© Heinije Joseph T. Lee/
Shutterstock, Inc.

Emergency Medical Care of Immunologic Emergencies (2 of 7)



© Jones & Bartlett Learning

- If the stinger is present, scrape the skin with the edge of a sharp, stiff object such as a credit card.
- Do not use tweezers or forceps.

Emergency Medical Care of Immunologic Emergencies (3 of 7)

- Be alert for signs of airway swelling and other signs of anaphylaxis.
- Place the patient in the supine position, and give oxygen as needed.
- Monitor the patient's vital signs.

May 25, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena


As per our contractual agreement I have completed the following for this month:

**Prepared a monthly training course Public Utilities on Cuts and Wounds.

**Discussed procedures on bleeding control and emergency contact.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2505-18
DATE: MAY 25, 2018

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

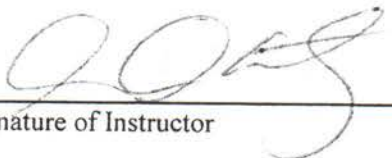
IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>May 3, 2018</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Donna Public Works</u>	Length of Class: <u>1.0hr</u>	<u>Steven Delo</u>
Shift/Station(s): _____	Subject Matter: <u>First Aid/Bleeding</u>	<u>Ruben Salazar</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Jaime Velazquez</u>

Course Description: Provided First Aid Bleeding training for personnel in the event of a laceration. All personnel were instructed on the use of direct pressure, elevation and pressure point.

- Valle Jose
- Bernabe Coronado
- Clemente B. B.
- Juan Ramirez
- Rico Guerrero
- Don't know
- Matthew Lopez
- Josue Lopez
- Gilberto Gomez
- Jose Siller
- Victor R.
- Henry Liberos
- Adrian G. Lopez
- Jose Luis Martinez
- Ernesto Garcia
- Jessie Valdez
- Rosembo delo Rios
- Ruben Delo
- Manuel Aguilar
- Dani Orade
- Eliseo Tora
- Daniel Ramirez
- Eniceto Santana
- Ruben Salazar
- Roy Jincov

- | | |
|---|---|
| <input type="checkbox"/> Rules and Regulations
<input type="checkbox"/> Forcible Entry
<input type="checkbox"/> Portable Extinguishers
<input type="checkbox"/> Ropes, Knots, Hitches
<input type="checkbox"/> Ladders
<input type="checkbox"/> Salvage
<input type="checkbox"/> Overhaul
<input type="checkbox"/> Fire Streams/Hydraulics
<input type="checkbox"/> Apparatus Familiarization
<input type="checkbox"/> Ventilation
<input type="checkbox"/> Rescue
<input type="checkbox"/> Pump Operations
<input type="checkbox"/> Inspections
<input type="checkbox"/> Water Supplies
<input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation
<input type="checkbox"/> Fire Science
<input type="checkbox"/> Haz-Mat
<input type="checkbox"/> Communications
<input type="checkbox"/> Public Relations
<input type="checkbox"/> Reports/Records
<input type="checkbox"/> Fire Origin and Cause
<input type="checkbox"/> SCBA
<input type="checkbox"/> PPE
<input type="checkbox"/> Safety
<input type="checkbox"/> Pre-Fire Survey
<input type="checkbox"/> Incident Command
<input type="checkbox"/> Building Construction
<input type="checkbox"/> Live Fire Training
<input type="checkbox"/> First Aid |
|---|---|



 Signature of Instructor



 Signature of Training Officer

Direct Pressure and Elevation

- Direct pressure is the most common and effective way to control bleeding.
- Apply pressure with gloved finger or hand.
- Elevating a bleeding extremity often stops venous bleeding.
- Use both direct pressure and elevation whenever possible.
- Apply a pressure dressing.



April 24, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

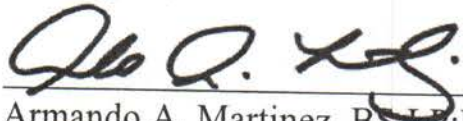
Re: Update on Services Rendered

Mr. Yerena

As per our contractual agreement I have completed the following for this month:

- **Preparing a monthly training course for Fire Department.
- **Reviewing Fire Department Standard Operating Procedures.
- **Working on building inspection plan.
- **Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2404-18
DATE: APRIL 24, 2018

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

March 26, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

As per our contractual agreement I have completed the following for this month:

**Spoke with Public Facilities director about current plans that had been reviewed.

**Safety course for public utilities. (See Attached)

**Working on building inspection plan.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2603-18
DATE: MARCH 26, 2018

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

Safety Meeting Sign In Sheet

Public Utilities

Topic: Lifting and Moving
Big Easy Lift Large Wheel

Date: March 9, 2018

Instructions on how to operate Lift Wheel

1. Roma
2. Francis
3. Veggie
4. Roberto Lopez
5. Bob Valm
6. Arturo Varquez
7. Francisco A. Rodriguez
8. Sabias Calderon
9. D. P. L. Z.
10. Op. J. J.
11. Jose Amador
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

PROPER LIFTING TECHNIQUES

According to the Bureau of Labor Statistics (BLS), more than one million workers experience back injuries each year. One fourth of all workers compensation indemnity claims are a result of back injuries. Low back pain is one of the most common reason that people miss work, second only to the common cold. In America, we spend more than \$100 billion annually in medical bills, disability and lost productivity at work from back injuries and illnesses. More importantly, this problem causes unnecessary discomfort and pain to workers which can have a devastating effect on their lifestyle and ability to work. A BLS survey shows that 75% of back injuries occurred while performing lifting tasks, which underscores the importance of reducing back injuries caused by lifting.



SAFETY FIRST – WORK SMART

Always **warm-up** your back and legs before performing any lifting task! We are ALL athletes in life, so we need to warm-up our body to improve performance and to reduce risk of injury. It's important to prepare your body for work.



Low Back Rotation Stretch - Stand with hands on hips. Stabilizing the hips and legs, gently roll your upper body forward, right, backward, and left to stretch your lower back. Perform 5 slow circles gradually expanding the circle each time. Repeat in the opposite direction.

Hamstring & Achilles Stretch - Position your body with one leg forward and the toes of that foot raised up. Keep your back straight while you bend forward at the waist. You should feel a stretch in the back of your thigh and knee. Then shift your weight onto your forward leg and bend knee, keep the back leg straight and heel on floor. Hold each stretch for 20 seconds. Perform each stretch 2 times for each leg.



**SAFETY
FIRST**

**USE PROPER
LIFTING
TECHNIQUES**

BEFORE YOU LIFT

PLAN AHEAD

- Know what you are lifting and how you will lift it.
- Be aware of the weight of the object.
- Determine whether or not it's safe to lift on your own.
- Make sure the work area is flat, dry and clear of debris.

CHECK YOUR PATHWAY

- Make sure the lift pathway is clear.
- Remove any tripping hazards or debris.
- Check for any wet or slick surfaces.

USE ERGONOMIC EQUIPMENT

- Use lift assists, forklift, dolly, cart, hand truck or hoist.
- Make sure you are trained before using the equipment.

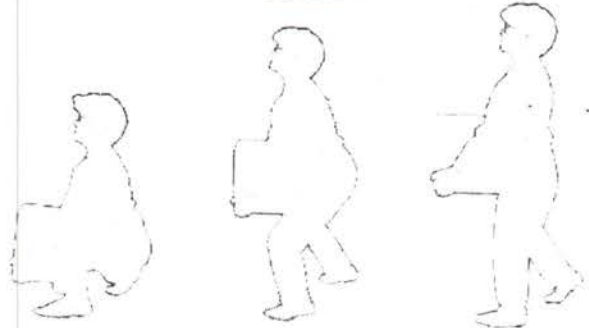
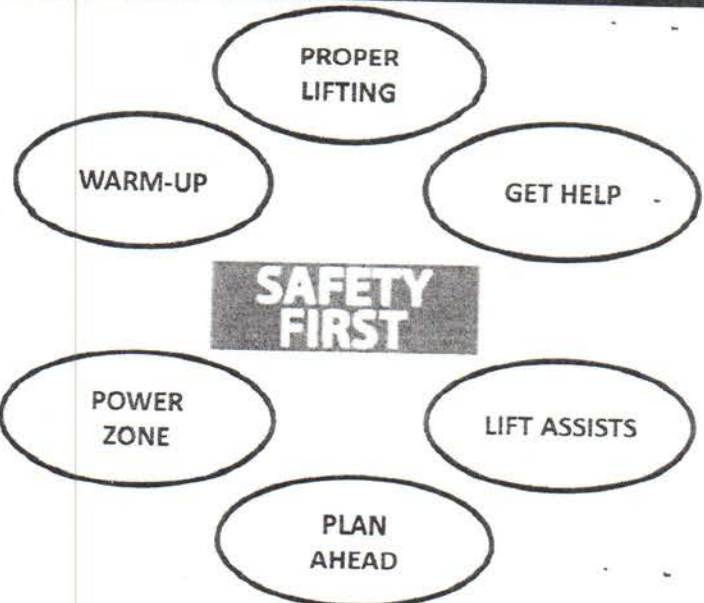
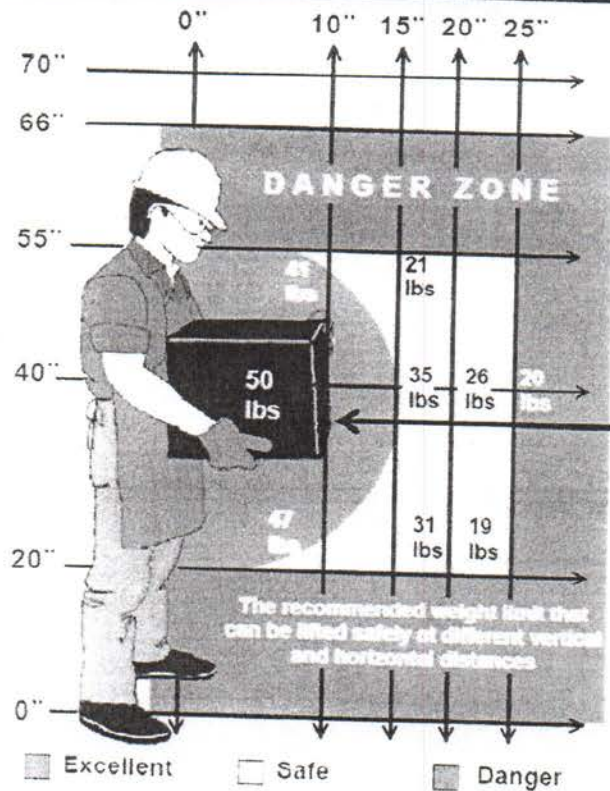
GET HELP WHEN NEEDED

- When lifting awkward or heavy loads, utilize a two person lift.
- Make sure you lift at the same time and keep the load level.

WEAR PROPER PPE

- Wear proper required protective shoes and gloves.

PROPER LIFTING TECHNIQUES



Basic Diagonal Lifting Technique

1. Get as close to the object as possible.
2. Use a wide stance with one foot forward and to the side of the object for good balance.
3. Keep your back straight, push your buttocks out, and use your legs and hips to lower yourself down to the object.
4. Slide the object as close to you as possible.
5. Put the hand (same side of your body as the forward foot) on the side of the object furthest from you.
6. Use this basic lifting technique for small objects when you can straddle the load and use a wide stance.
7. Put the other hand on the side of the object closest to you. Your hands should be on opposite corners.
8. Grasp the object firmly with both hands.
9. Prepare for the lift, tighten your core muscles, look forward and upward, keep a straight and strong back.
10. Lift slowly and follow your head and shoulders. Hold the load close to your body. Lift by extending your legs with your back straight, and breathe out as you lift.

LIFTING DO'S & DON'TS

DO...

- Know or test the object weight.
- Use ergonomic lift assists when possible.
- Plan the lift and clear your path.
- Get help for heavy or awkward loads.
- Keep the object in the power zone.
- Use a wide stance for balance.
- Use your legs to lift.
- Pivot your feet to avoid twisting.

DON'T...

- Don't hold your breath.
- Don't bend or twist at the waist.
- Don't use a partial grip (1-2 fingers).
- Don't obstruct your vision when carrying.
- Don't jerk or lift quickly.
- Don't pinch you fingers or toes.
- Don't pull a load if you can push it.
- Don't forget to wear proper PPE.

February 26, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

As per our contractual agreement I have completed the following for this month:

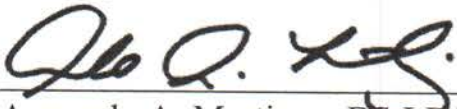
**Spoke with Public Facilities director about current plans that had been reviewed.

**Safety course for public facilities. (See Attached)

**Working on building inspection plan.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP, FF

Armando A. Martinez

INVOICE

INVOICE # 2602-18
DATE: FEBRUARY 26, 2018

2107 Reginald Dr., Westlaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

Safety Meeting Sign In Sheet

Topic: Lifting and Moving

Date: 7-21-2018

- 1 Juan Ramirez #11
- 2 Rico Guerrero
- 3 Antonio Rodriguez
- 4 Clemente Gonzalez
- 5 Valle Soc
- 6 Raul Vazquez
- 7 Jos Luis Pineda
- 8 Manuel Aguilar
- 9 Ruben Salazar
- 10 Eliseo Toral
- 11 Adan Loa
- 12 Victor m Rodriguez
- 13 Henry Lirio
- 14 Jessie Valdez
- 15 Jorge Luis Lopez
- 16 Eusebio Lopez
- 17 Diego
- 18 Matthew Vargas
- 19 Malberto Gomez C
- 20 Dan Dulle
- 21 JAMES GARCIA
- 22 Sergio Valdez
- 23 JUANA JASSO
- 24 [Signature]

- 25 [Signature]
- 26 _____
- 27 _____
- 28 _____
- 29 _____
- 30 _____
- 31 _____
- 32 _____

SAFE LIFTING PROCEDURES

1. SIZE UP THE LOAD

Pick up the load. Never attempt to lift a load that is heavier than your comfort level. Do not lift loads if you estimate that the load is too heavy, awkward, bulky or will obstruct your vision. Use proper personal protection equipment.



2. SECURE YOUR FOOTING

Move your feet into a ready position. Rubber soled footwear. Align your body with the load. Face the load straight on. Secure your footing and balance by setting the feet forward of the knee.



3. BEND YOUR KNEES

Lead with your knees and squat. Keep your head up and back straight. Spread your knees or lower one knee to get closer to the object.



4. LIFT THE LOAD

Push up with your legs to utilize your strongest set of muscles. Tighten your abdominal muscles as you rise. Remember to breathe steadily when lifting. Keep the load close to your body as you come up.



5. CARRY THE LOAD

Lift the object to the carrying position. If it is necessary to change your direction while in the upright position, be careful not to twist the body. Turn your body by changing the position of your feet. Always maintain steady footing while handling the load.



6. LOWER THE LOAD

Lead with your knees while lowering the load to the floor. Stop a second before placing the load down to the body. Lower the load with the arm and leg muscles.



SPECIAL SAFETY TIPS

Mechanical Assisted Lifting
Use the lift to lift heavy or awkward loads off the floor and to get a load into a wheelbarrow, cart, or pallet. Mechanical devices will not lift a load back down off the cart or pallet.



Stack Your Load Carefully
Stack items in large blocks on the bottom of the load to avoid having heavy items on top.



Push Don't Pull
Do not make heavy or awkward loads pull. Be cautious when you are pushing a cart or cart or hand truck. Push.



Straining on Stable Surfaces
Do not strain on stable surfaces such as tables when lifting or moving items.



Block Lifting Saves Backs
Interlocking lift trays are designed to stack, store, and lift together in a secure and stable way. They prevent:



Lifting Above Your Head
Never lift an object over shoulder height. Use a cart or other device to store.



Avoid Unstable Loads
Unstable loads will injure your back and damage the load. Do not lift or move an unstable load. Always use proper lifting techniques. Do not lift or move a load if you are wearing a seat belt.



CP/C/ActusPost

Comprehensive Protection Corporation

TO REQUEST CALL 1-888-817-7474

WWW.COMPLIANCEPOST.COM

PROPER LIFTING TECHNIQUES

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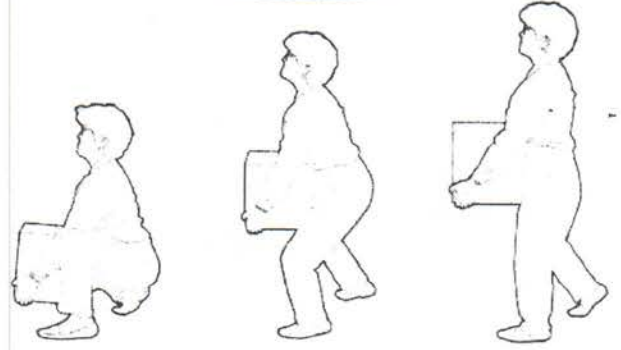
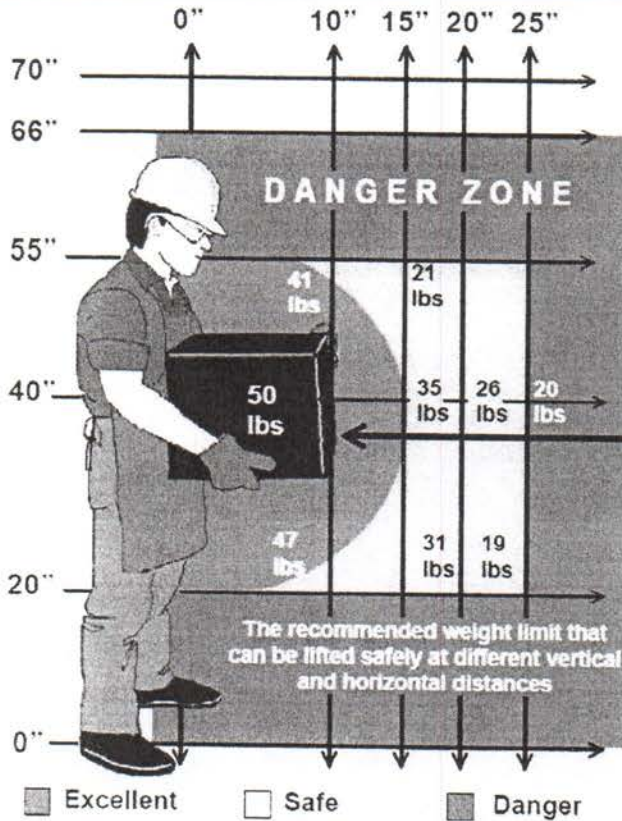
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January 26, 2018

City of Donna
Attn: City Manager Carlos Yerena
307 S. 12th St.
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena

As per our contractual agreement I have completed the following for this month:

**Reviewed plats for the month. (See Attached)

**Safety course for public facilities. (See Attached)

**Working on building inspection plan.

**Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,


Armando A. Martinez, BS, LF;FF

Armando A. Martinez

INVOICE

INVOICE # 2601-18
DATE: JANUARY 26, 2018

2107 Reginald Dr., Weslaco, Texas 78596
Phone 956-493-7600 Fax 956-969-8287
amtz059@hotmail.com

TO City of Donna
307 S. 12th St.
Donna, Texas 78537
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
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				SUBTOTAL	\$5,000.00
				TOTAL	\$5,000.00

THANK YOU!

Plat Review

- 1.) El Six Premier Plans (Murphy and Frontage)
(Notes: All looks to be in compliance)
- 2.) Las Toronjas
(Notes: All looks to be in compliance)
- 3.) Maravillas Estates
(Notes: Need Utility Layout and Hydrant Layout)
- 4.) Troy Subdivision
(Notes: No indication of Main Line, 2" waterline can't support fire hydrant, Does not indicate location or installation of hydrants)

Work Safely With Chain Saws

Editor's note: Our Tailgate Training Tip Sheets are available in Spanish at www.gemplers.com.

KEY POINTS:

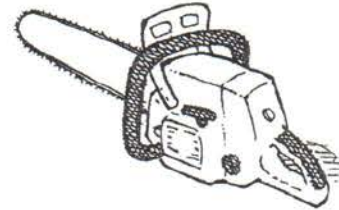
- Carefully read the manufacturer's instructions before you use a chain saw.
- Always wear protective equipment.
- Be on the alert for kickback when you are sawing.

Note to trainer: Follow this script or use it to help guide you through a 10- to 15-minute tailgate training session for your ag/hort workers. You may photocopy this sheet for your employees' personal use. However, it may not be published or sold.

Bring to your training session the types of chain saws used in your operation. Also bring samples of the protective clothing/equipment used for chain saw work.

Chain saws can be dangerous

- Chain saws can save you a lot of time and work. But they are potentially dangerous.
- Many chain saw accidents happen because users don't understand the saw's hazards, or don't carefully follow the manufacturer's instructions.
- One of the biggest hazards of chain saws is kickback. This often occurs when the nose or tip of the guide bar comes into contact with an object such as a rock, log or branch. The guide bar abruptly kicks up and back toward the operator – causing the person to lose control of the saw.



Before you begin the job

- Become familiar with the chain saw you will be using and its safety features.
- These are the chain saws we use here.

Note to trainer: Show trainees the chain saws used in your operation and point out their safety features.

- Carefully review the manufacturer's instructions. If you don't understand them, talk to your supervisor.
- Be sure you are in good physical condition. If you are overtired or for any other reason feel you can't do strenuous work, see your supervisor.
- Check your clothing. Don't operate a chain saw while wearing loose fitting clothing, jewelry, a scarf, cuffed pants or anything else that could become entangled in the saw. Tie long hair back.
- Wear the proper protective equipment. This should include heavy duty gloves with a good grip; sturdy shoes or boots with nonslip soles; head, eye and hearing protection; and leg protection such as chain saw chaps.

Note to trainer: Show trainees the protective equipment you provide.



(Continued on back)

See our full line of safety supplies, including respirators, eye and ear protection, coveralls, first aid and more.

Work Safely With Chain Saws

Check the area around you

Make sure that:

- there are no people or animals in the immediate area
- the ground is free of obstacles such as rocks, stumps, holes, and wet or otherwise slippery brush
- you can get a firm footing on the ground
- you know which way the tree will fall if you are felling a tree, and you have a safe way out of the area

Reduce the chances of kickback

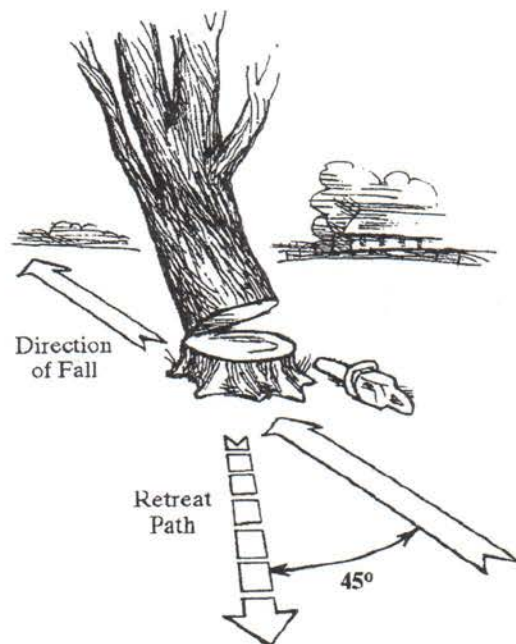
1. Get a firm grip on the saw with both hands and plant both feet firmly on the ground.
2. Keep an eye on the tip of the guide bar to make sure it doesn't come into contact with another object.
3. Saw below shoulder height, and don't overreach.
4. Saw with the engine on full throttle.
5. Don't cut with the nose or tip of the guide bar.
6. Stand slightly to the left of the guide bar – not directly behind the saw.

Other safety tips

- Be sure your saw is in good working condition at all times. The chain should be sharp and the tension properly adjusted.
- Don't remove the chain saw's safety equipment.
- Turn the engine off before you put your saw down or carry it.
- Don't cut with the saw between your legs or straddle the limb you will be cutting.
- Be alert for springback when cutting a limb under tension so you aren't struck when the tension in the wood fibers is released.
- Keep the saw and its handles clean and dry.
- Wipe up spilled fuel and oil after refueling.
- Properly maintain the saw and its safety equipment.
- Don't try to repair a chain saw yourself. It takes trained chain saw service personnel.

Are there any questions?

Note to trainer: Take time to answer trainees' questions. Then review the Chain Saw Safety Do's and Don'ts.



CHAIN SAW SAFETY DO'S AND DON'TS

DO:

- Carefully review the manufacturer's instructions before using a chain saw.
- Only operate a chain saw in well-ventilated areas.
- Wear the proper protective equipment.

DON'T:

- Operate a chain saw that appears damaged or in disrepair.
- Saw near flammable liquids or gasses.
- Ever remove a chain saw's safety equipment.

See our full line of safety supplies, including respirators, eye and ear protection, coveralls, first aid and more.

Safety Meeting Sign In Sheet

Topic: Work SAFELY WITH CHAINSAWS

Date: 1-19-18

- | | | |
|----|------------------------|----|
| 1 | JAMES GARCIA | 25 |
| 2 | Valle Sue | 26 |
| 3 | Steven Wobley | 27 |
| 4 | VICTOR M RODRIGUEZ | 28 |
| 5 | adrian G. Lopez | 29 |
| 6 | Sergio Valdez | 30 |
| 7 | Clemente Gonzalez | 31 |
| 8 | Ronald Hunt | 32 |
| 9 | JOSE SILVA | |
| 10 | Ruben Sahazar | |
| 11 | Manoel Guitor | |
| 12 | Paulo Lopez | |
| 13 | Henry Lutz | |
| 14 | Paulo Lopez | |
| 15 | Antonio R. Lopez | |
| 16 | Dan O'Neil | |
| 17 | Jessie Valdez | |
| 18 | Jesús G. Lopez | |
| 19 | Jose Luis Lopez | |
| 20 | Gilberto Gomez | |
| 21 | Paulo Lopez | |
| 22 | Paulo Lopez | |
| 23 | | |
| 24 | | |