

Internal Operations Manual

SUBJECT: Safety and Health

NUMBER: 107-06-020

DIVISION: Operations Division– Personnel Office

EFFECTIVE DATE: 03-1-02

APPROVED:



POLICY/ PURPOSE: DAS provides a safe and healthy working environment through awareness, prevention, and staff training. This policy identifies Incident/Accident Reporting procedures and the roles of DAS employees.

AUTHORITY: ORS 654.001 to 654.295, 656.262, 656.263, 656.265, and 659.560 to 659.570. OAR 105-50-020, 437-40-045, Service Employees International Union (SEIU) Collective Bargaining Agreement, Article 101.5

APPLICABILITY: All DAS employees and volunteers

GUIDELINES:

I. The Administrator will:

- Ensure that DAS employees have the knowledge and equipment to perform their jobs safely
- Ensure the Safety and Health Program is followed
- Appoint Safety Committee members
- Respond to Safety Committee suggestions in writing

II. Supervisors will:

- Explain workplace safety program to new staff
- Provide required safety training
- Ensure that staff is trained in proper work practices for specific job tasks
- Provide for ergonomic assessments for staff as needed
- Monitor the workplace to prevent injuries or accidents
- Keep current on relevant safety rules
- Correct or report hazards to manager or Safety Committee for help in solving the problem
- Respond in writing to safety suggestions from Safety Committee
- Make changes to improve overall safety and health in the workplace

III. DAS employees will:

- Work safely using proper equipment and operating procedures
- Report any safety issue to their supervisor
- Immediately report all incidents to supervisor

IV. The Worksite Safety Committee will:

- Involve staff and managers in finding and correcting workplace hazards

- Review and make suggestions about the DAS Safety Program
- Hold Safety Inspections every three months
- Report problems and suggest solutions to the appropriate area to resolve the problem
- Follow OR-OSHA rules in OAR 437, Division 40

V. DAS Safety Manager will:

- Respond directly to unsafe conditions
- Help to find ways to reduce hazards
- Provide consultations on ergonomics, overall workplace safety, and health hazard removal
- Provide written suggestions to divisions
- Oversee DAS safety performance through:
 - a. Reports
 - b. Consultations
 - c. Accident investigations
 - d. Time-loss tracing
 - e. OSHA 300 logs
- Provide updates to administrators, managers, and safety committees, as requested
- Maintain mandatory safety policies for DAS, such as:
 - a. Hazard Communication Program
 - b. Hearing Conservation
 - c. Lockout/Tag-out
 - d. Confined Spaces
 - e. Respiratory Protection

PROCEDURES:

Step Responsible Party

Action

- | | | |
|-------------|------------|---|
| I. | Employee | Report any on-the-job injury, illness, incident, or close call to your supervisor immediately. Unsafe conditions, practices and hazards should be reported as soon as possible, but no later than the end of your work shift. |
| II. | Supervisor | Investigate at once any accident, injury, illness, incident, safety or health concern and inform the DAS Safety Manager and appropriate Safety Committee, using the Incident/Accident Report Form. (Obtain form from Safety Manager.) |
| III. | Employee | If you are injured and need medical treatment, fill out the employee part of SAIF Form 801(available from your supervisor or the DAS Safety Manager). Tell your doctor that the injury took place on-the-job and that DAS will provide you with modified duty if possible and needed. Give SAIF Form 801 to Supervisor for completion, review and submitting to SAIF within 5 days. |
| IV. | Supervisor | Review employee's portion of SAIF Form 801 and return a copy to the employee. Complete the rest of the form and send it directly to |

the DAS Safety Manager. The Safety Manager is a member of the Operations Division Personnel office and can be reached at (503) 378-4202 or call the Personnel office at (503) 378-3622.

- V. DAS Safety Manager** Review the SAIF Form 801 and submit it to SAIF within five (5) days of the date of knowledge of the claim.
- Inform Personnel if there is a possible FMLA issue with a Workers Comp claim.
- VII. Employee** Provide accurate, timely information to your supervisor on changes in your:
- Condition
 - Address or phone number
 - Ability to work
- VIII. DAS Safety Manager** Represent DAS throughout the life of a claim, including Workers' Compensation hearings and settlements.
- IX. Worksite Safety Committee** Review all incident and accident reports. Determine if steps are needed to prevent a repeat of the incident.