

Client Agency Policy & Operations Manual

SECTION: 20 General Administration

NUMBER: SCS-20-030

TITLE: Safety, Security and Federal/State Compliance

EFFECTIVE DATE: 10/04/02

APPROVED:

PURPOSE and/or RESULTS DESIRED:

This policy is intended to provide guidelines for client agencies to ensure employee health and safety is preserved through injury and hazard avoidance and maintaining a safe and secure work environment.

AUTHORITY:

[ORS 654](#) Oregon Safe Employment Act.
[PL 91-596](#) Occupational Safety and Health Act of 1970.
[DAS-HRSD 50.010.01](#) Harassment-Free Workplace.
[DAS-HRSD 50.010.02](#) Violence-Free Workplace.

APPLICABILITY:

Client agencies assigned and/or contracting for accounting, budgeting, and financial reporting services with the State Controller's Division.

POLICY:

This policy serves to encourage client agency management and staff to work cooperatively to maintain a safe and healthful work environment.

GUIDELINES:

I. Health and Safety

- A. Client agency heads will ensure employees have the knowledge and equipment to perform their jobs safely.
- B. Client agency heads are responsible for the prevention of accidents and injuries in the work place by applying accident and injury prevention strategies including, but not limited to, the following:
 - 1. Provide required safety training,
 - 2. Ensure all staff are trained in proper work practices for specific job tasks,
 - 3. Provide ergonomic assessments for staff as needed, and
 - 4. Monitor the work place to prevent injury and accidents.
- C. Client agency employees will work safely, with the proper equipment and procedures; and will promptly notify employer of any safety issues and incidents.

II. Violence and Harassment Free Workplace

- A. The client agency head is responsible for ensuring a workplace free from harassment, intimidation, discrimination, or violence of any kind.
- B. The client agency must have policies prohibiting any violence or harassment, which clearly define the client agency's expectations and actions in the event the policy is violated.

III. State and Federal Compliance

- A. Client agency head will ensure compliance with all applicable state and federal laws, rules, and policies, including, but not limited to:
 - 1. [ORS 654](#) Oregon Safe Employment Act;
 - 2. [PL 91-596](#) Occupational Safety and Health Act of 1970;
 - 3. [DAS-HRSD 50.010.01](#) Harassment-Free Workplace; and
 - 4. [DAS-HRSD 50.010.02](#) Violence-Free Workplace.