

**DHS**  
**S**eniors and  
**P**eople with  
**D**isabilities

**STATE-OPERATED COMMUNITY PROGRAMS** *June 1, 2002*  
**24-HOUR RESIDENTIAL POLICIES AND PROCEDURES** **#5.001**

**SAFETY: SOCP Safety Committee and Program**

**OAR 437-001-0760, OAR 437-001-0765**

The purpose of the State-Operated Community Program Safety Committee is to bring workers and management together in a cooperative effort to promote safety and health. The goal is to provide a safe and healthy environment for the people that work and live in the homes and other work locations so they can lead safe and productive lives.

## **POLICY:**

## **RESPONSIBILITIES:**

1. The SOCP Administration is responsible for supporting the Safety Committee, setting proper examples for safety and health, following through in a timely manner on recommendations received from the Safety Committee, and holding themselves and all workers accountable for safety and health.
2. SOCP supervisors are responsible for assuring that workers are properly instructed and supervised in safe operations and practices. They will take all reasonable means to require employees to work and act in a safe and healthful manner; to conduct their work in compliance with all applicable safety and health rules; to use all means and methods that are necessary to safely accomplish all work; and to not remove, displace, damage, destroy or carry off any safety device, guard, notice or warning provided for use. They will also be responsible for providing necessary measures to protect employees from harm or hazardous conditions, maintaining equipment in good working order and use, informing employees of hazards they may be exposed to and providing them appropriate training to prevent incidents from occurring, and investigating all injuries/incidents with a focus on prevention.
3. All employees will be responsible for conducting their work in compliance with all safety rules. They shall report all injuries immediately to the person in charge of their work area. They shall also make full use of safeguards provided for their protection; report defective equipment or other hazardous conditions; not remove or interfere with accident prevention devices or practices provided; not engage in horseplay, scuffling, or any other activity of a similar nature; and participate in all training provided.

## MEMBERSHIP:

1. The SOCP Safety Committee shall be composed of an equal number of employer and employee-represented members.
  - A. Employee representative shall be volunteers or elected by their peers.
  - B. Employer-representatives will be appointed by the Administrator.
  - C. A representative from AFSCME Local 1246-3 will be invited to attend.
2. Both employee and employer representatives will serve a continuous term of at least one year.
3. Each representative will identify an alternate member who will be asked to attend in the member's place if they will be absent from a meeting. It is a member's responsibility to contact their alternate in the event they will be absent.
4. It is the intent that all worksites are represented on the committee. In order to achieve this, membership will minimally include one person from each of the following areas:
  - Southern-area homes (Eugene-area and Lebanon).
  - Salem-area behavior homes.
  - Salem-area medical homes.
  - Yamhill-Polk homes.
  - Portland-area behavior homes.
  - Portland-area medical homes.
  - Crisis homes (once they are established).
5. Initially the chairperson and vice-chair will be elected by the Safety Committee members for a term of one year. One position will be filled by an employee representative and the other position by an employer representative. The vice-chair becomes the chair the following year and a new vice chair is then elected.

## DUTIES AND FUNCTIONS:

1. Written agendas shall be provided prior to each meeting. The agendas shall allow for new business.
2. The Safety Committee shall meet at least monthly.
3. Minutes shall be made of each meeting and maintained for three years.

- A. Copies of minutes shall be posted or made available for all employees and sent to each committee member.
  - B. All reports, evaluations, and recommendations of the safety committee shall be part of the minutes.
4. A recommendation must be voted on by a simple majority of voting members before the recommendation may be forwarded.
  5. At least two members each of represented and management must be present for voting to occur. If a quorum of voting members is not present, an alternative meeting date is to be scheduled within 7 calendar days to conduct tabled business.
  6. Recommendations from the safety committee to administrators shall be responded to in writing within 30 days.
  7. Any employee may forward safety-related suggestions, reports of hazards, or other information to the safety committee by submission of a written memorandum to any safety committee member who will include it in the next meeting's agenda.
    - A. Items from area safety meetings may also be forwarded to the safety committee.
  8. The safety committee shall evaluate the employer's accountability system and make recommendations to implement supervisor and employee accountability for safety and health.

#### HAZARD ASSESSMENT AND CONTROLS:

The safety committee shall assist in evaluating the accident and illness prevention program, shall establish procedures, and shall make written recommendations to improve the program where applicable.

1. All homes shall be inspected at least monthly to locate and identify safety and health hazards.
  - A. Inspections will be conducted by staff in the home and a copy of the results forwarded to the safety committee for review at each meeting.
  - B. Each safety committee member will assist with at least one inspection each quarter.

2. Inspection results will document in writing the location and identity of the hazards. The manager responsible for the area inspected is responsible for the correction of deficiencies found. A copy of each inspection shall be kept at the work area and retained for three years.
3. The safety committee will review this policy and procedure annually and revise as necessary.
4. The safety committee shall review incident/injury data monthly and make recommendations for improvement as necessary.
5. The safety committee shall assure that all safety-related incidents including injury accidents, illnesses, and deaths are investigated.
6. The safety committee shall serve as the vehicle incident review panel.

#### SAFETY AND HEALTH TRAINING AND INFORMATION:

1. The following items will be discussed with all safety committee members:
  - A. Safety committee purpose and operation.
  - B. OAR 437-001-0760 through 437-001-0765
  - C. Methods for conducting safety committee meetings.
2. Committee members shall have ready access to applicable OR-OSHA and Health Codes through the safety office.
3. All safety committee members will receive safety training. At a minimum members will receive training in hazard identification and accident/incident investigations.

Approved by: \_\_\_\_\_  
Jon Cooper, Director

Date: \_\_\_\_\_