



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject

Safety and Health Program

Section – Policy Number:

C: Property Management – 7.0

Supersedes:

I-C-2.4 (7/02)

Effective Date:

09/30/2011

Date of Last Review/Revision:

None

Related Standards and References:

- [Occupational Safety and Health Act of 1970](#)
- [ORS Chapter 654](#) (Occupational Safety and Health)
- [OAR 437-001](#) (Rules for the Administration of the Oregon Safe Employment Act)
- [OYA policy:](#) 0-5.0 (Violence-free Workplace)
 I-C-7.1 (Emergency Action Plan; BCP)
 I-C-7.3 (Hazardous Communication Program)
 I-C-8.1 (Bloodborne Pathogens)
 I-C-8.3 (Infection Control)
 I-D-1.5 (Workers' Compensation)
 I-D-2.3 (Food Handlers Sanitation and Safety)
 II-A-1.1 (Facility Safety and Security Reviews)
- [OYA form:](#) YA 8300 (Incident/Accident Hazard Report)

Related Procedures:

- None

Policy Owner:

Human Resources Manager

Approved:



Colette S. Peters, Director

I. PURPOSE:

This policy sets the standards for OYA's workplace safety, health and wellness programs.

II. POLICY DEFINITIONS:

None

III. POLICY:

OYA protects the safety, health, and wellness of its staff and offenders. Injuries and property loss from accidents are needless, costly, and preventable. OYA has a safety and health program adapted to fundamental safety concepts that helps staff prevent injury and loss due to recognized hazards. All staff must understand safety is a condition of employment. Our safety policy is designed to

change as needs change. Staff are encouraged to provide recommendations for improvements or enhancements to this important program.

IV. GENERAL STANDARDS:

A. All staff are responsible for creating and maintaining a safe and healthy working environment. Staff must -

1. Wear personal protective equipment required by their work post or activity;
2. Not use machines or equipment without adequate guarding or in questionable condition. Problems with such items must be reported to a supervisor;
3. Report for work alert, rested, and in good physical condition;
4. Immediately report all hazardous conditions, accidents, safety incidents, or other safety concerns to a supervisor; and
5. Take appropriate action to correct identified unsafe conditions or practices.

B. Executive Staff Responsibilities

Executive staff must support and evaluate respective supervisors/managers on agency initiatives in maintaining a safe, healthful and hazard-free work environment.

C. Supervisor/Manager Responsibilities

Supervisors/managers are directly responsible for ensuring their staff are properly trained in their work practices, procedures, and safe methods of completing job tasks. They must ensure their staff know to report safety and health hazards immediately. They must enforce agency policy and take immediate corrective action to eliminate hazardous conditions. Supervisors/managers must -

1. Ensure that all required forms and supporting documentation are completed and sent to the local Safety Committee, Human Resources, and (when applicable) SAIF Corporation;
2. Provide each staff with a workplace safety orientation, including but not limited to identification of potential hazards that may arise relative to the staff's assigned work, and preventative measures available to ensure staff safety;
3. Maintain safe working conditions within the staff's area of responsibility; being constantly alert to the detection of unsafe conditions, work habits, or practices;

4. Take immediate action to correct unsafe conditions, work habits or practices, and eliminate potential safety hazards. Assure corrective action is taken, if necessary; and
5. Provide support for Safety Committees and involve committees in resolution of safety and health issues.

D. Volunteer Coordinator Responsibilities

Volunteer coordinators must ensure that an orientation is provided to each volunteer including, but not limited to, safety procedures, reporting requirements, fire safety and emergency evacuation plan, responsibilities during an emergency and supervisor's/manager's name and line of authority.

E. Safety and Wellness Committee Responsibilities

Each OYA worksite must have a Safety and Wellness Committee. The committee consists of management and non-management staff representatives that have an interest in the general promotion of safety and health at their worksites. Each committee must -

1. Perform duties and obligations cited under the OR-OSHA standards for safety committees;
2. Bring staff and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace;
3. Establish a mechanism for staff to relay concerns to the committee;
4. Assist staff in identifying risks and hazards through regular safety inspections, informal training, and promotion of information related to workplace safety and health;
5. Review YA 8300s to determine if adequate corrective action was taken and make recommendations to the local management regarding prevention of similar incidents in the future;
6. Report outcomes to the site manager and record in meeting minutes; and
7. Assist in making recommendations for improvement.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO