



**OREGON YOUTH AUTHORITY**  
**Policy Statement**



**I-C-7.0 - Safety Program**

**Approved:**

Karen Brazeau, Director

**Effective:**

July 24, 2002  
(format 12/02)

**Supersedes:**

I-C-2.4 (7/02)

**Interpretation:**

Employee Services

**REFERENCE**

Public Law 91-596 (Occupational Safety and Health Act of 1970)

([http://www.usbr.gov/safety/pub\\_law.htm](http://www.usbr.gov/safety/pub_law.htm))

ORS Chapter 654 (Oregon Safe Employment Act)

OAR 437-001-0010 (Rules for the Administration of the Oregon Safe Employment Act)

OYA policy: I-C-7.2 (Violence-Free Workplace)

I-C-7.3 (Hazard Communication Program)

I-D-1.5 (Workers' Compensation)

II-A-2.4 (Inspections)

OYA form: YA 8300 (Incident/Accident/Hazard Report)

**POLICY**

It is the intent of the OYA to foster a work culture that recognizes safety as an integral work value. Every action and thought should promote safety as a value and guide the OYA toward its goal of zero accidents and injuries. The OYA will accomplish this through safety awareness programs, incident prevention and analysis, staff training, and wellness programs. Agency resources will be committed toward this effort. Staff and volunteers will assure prompt and accurate reporting of job-related illness or injury and hazardous situations.

**I. General responsibility**

A. All staff and volunteers are responsible for creating and maintaining a safe working environment.

1. Staff and volunteers will work and act in a safe and healthful manner and in compliance with all applicable safety rules.

2. Staff and volunteers will take appropriate action to correct identified unsafe conditions or practices.

3. Staff and volunteers will cooperate fully with all measures taken to promote safe working conditions and safe working habits.
4. Staff and volunteers will immediately report any job-related illness, injury or hazardous condition or practice in the workplace to their immediate Supervisor/Manager, or designee. Staff will initiate any required documentation as requested by their Supervisor/Manager, or designee.

## II. Roles and responsibilities

### A. Director

1. Provide leadership in the area of safety and health.
2. Communicate and promote safety and health values in all work practices.

### B. Executive staff

1. Support and evaluate respective Supervisors/Managers on agency initiatives in maintaining a safe, healthful and hazard-free work environment for all staff and volunteers.

### C. Supervisors/Managers

1. Aggressively promote and train staff in safe work practices.
2. Ensure staff understand their responsibility for correcting unsafe conditions, performing their jobs in a safe manner, reporting requirements, and what mechanism is in place for filing claims for workers' compensation.
3. Ensure that all required forms and supporting documentation are completed and sent to the Local Safety Committee, Area Safety Coordinator, Employee Services and, when applicable, SAIF Corporation.
4. Provide each staff with a workplace safety orientation, including but not limited to identification of potential hazards that may arise relative to his/her assigned work, and preventative measures available to ensure staff safety.
5. Maintain safe working conditions within his/her area of responsibility; being constantly alert to the detection of unsafe conditions, work habits, or practices.

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

D. Volunteer Coordinators

1. 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. Area Safety Coordinators

1. Provide direction, coordination, and analysis of safety and health programs in order to reduce the substantial burden that is created by an on-the-job injury or illness and to comply with OR-OSHA, State Fire Marshall and other agency regulations.
2. Review the YA 8300(s) and make recommendation(s) to the Local Safety Committee and Supervisor/Manager, or designee, regarding the investigation process, corrective action, assignment of responsibility and follow-up.
3. Provide activity reports as required.
4. Assure that Local Safety Committees are appropriately trained and knowledgeable about the OYA safety program. Provide direct support to Local Safety Committees and Supervisors/Managers as needed.

F. Local Safety Committees

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 the YA 8300(s) to determine if adequate corrective action was taken and make recommendations to the Area Safety Coordinator regarding prevention of similar incidents in the future.
6. Report outcome to the site manager and record in minutes.
7. Assist in making recommendations for improvement.

G. Employee Services

1. Provides assistance in all areas of safety and health issues.
2. Recommends policy and direction for safety and health programs.
3. Evaluates effectiveness of programs.
4. Provides workers' compensation management and safety and training consultation services.