



# 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-7.0 (9/11)  
I-C-2.4 (7/02)**

*Effective Date:*

**08/04/2025**

*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; COOP)
  - I-C-7.3 (Hazard Communications Program)
  - I-C-8.1 (Bloodborne Pathogens)
  - I-C-8.3 (Infection Control)
  - I-D-1.5 (Workers' Compensation)
  - I-D-1.6 (OYA Staff Wellness)
  - 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)

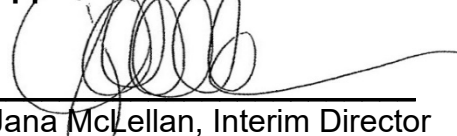
#### **Related Procedures:**

- None

#### **Policy Owner:**

Human Resources Administrator

#### **Approved:**

  
Jana McLellan, Interim Director

## **I. PURPOSE:**

This policy sets the standards for OYA's workplace safety and health program. OYA policy I-D-1.6 OYA Staff Wellness establishes standards for OYA staff worksite wellness programs and educational opportunities.

## **II. POLICY DEFINITIONS:**

None

## **III. POLICY:**

OYA protects the safety, health, and wellness of its staff and youth. 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 to maintain a safe, healthful, and hazard-free work environment.

C. Supervisor/Manager Responsibilities

Supervisors/managers are directly responsible for ensuring their staff are adequately 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. Support Safety Committees and involve committees in resolving 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, emergency evacuation plan, responsibilities during an emergency, and the supervisor's/manager's name and line of authority.

E. Safety Committee Responsibilities

1. Each OYA worksite must have a Safety 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.
2. Each Safety Committee must have a designated manager who is responsible for participating in the committee, communicating safety committee information to their team, and keeping appropriate safety records.
3. Each committee must -
  - a) Perform duties and obligations cited under the OR-OSHA standards for safety committees;
  - b) Bring staff and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace;
  - c) Establish a mechanism for staff to relay concerns to the committee;
  - d) Assist staff in identifying risks and hazards through regular safety inspections, informal training, and promotion of information related to workplace safety and health;
  - e) 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;
  - f) Report outcomes to the site manager and record in meeting minutes; and
  - g) Assist in making recommendations for improvement.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**