

SAFETY RESPONSIBILITIES

OCCUPATIONAL SAFETY AND HEALTH MANUAL



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SAFETY RESPONSIBILITIES

Most public employees are covered under OR-OSHA Division 2, the General Industry Standard. This health and safety manual complies with the requirements of the OR-OSHA Division 2 standard. [Link to OR-OSHA's Division 2 Standard.](#)

There may be some employees who perform job tasks that are covered by additional safety and health requirements. For those employees, we will refer to the applicable regulations and comply with the additional code requirements in our health and safety program. These employees may include:

1. Employees or contractors who are engaged in construction work including demolition, blasting and use of explosives, and power transmission distribution and maintenance work. These employees will need to comply with the OR-OSHA Division 3, Construction Standard. [Link to OR-OSHA Division 3 Construction Standards.](#)
2. [Link to OR-OSHA Construction Info and Resources.](#)
3. Employees who conduct ocean and navigable waterway rescues. These employees need to comply with the OSHA Division 5 Maritime Activities Standard (29 CFR 1915, 1917, and 1918) and applicable Coast Guard regulations. [Link to OR-OSHA Division 5 Regulations.](#)
4. Employees who are responsible for operation and maintenance of electric power generation, control, transformation, transmission, distribution lines and equipment. These employees are required to comply with the OR-OSHA Electric Power Generation, Transmission and Distribution Standard, Chapter 437, Division 2 Subdivision RR. This includes those employees who conduct line-clearance tree-trimming operations. [Division 2, Subdivision RR.](#)
5. Employees who perform electrical installations and utilization equipment installed or used within or on buildings, structures and other premises are required to comply with the OR-OSHA 29 CFR 1910.302 Electric Utilization Systems Standard, Division 2 Subdivision S. [Link to OR-OSHA Division 2, Subdivision S Electrical.](#)
6. Employees who perform work in underground mines, sand and gravel pits, including the rock crusher if it is in or near the pit are required to comply with MSHA regulations and are subject to inspection by MSHA compliance inspectors.(Portable rock crushers that are not connected to a sand or gravel pit will be subject to OR-OSHA compliance inspections). [Link to MSHA Regulations.](#)

[Program Directive Outlining MSHA vs. OR-OSHA Jurisdiction.](#)

MANAGEMENT COMMITMENT

Management and supervisory personnel are accountable for the safety of employees working under their supervision, and will be expected to conduct operations in a safe manner at all times. Management has the

overall responsibility for the establishment, implementation, administration, and governance of the City of Florence's entire safety program. Management staff responsibilities include:

1. Ensuring that safety and health regulations are observed.
2. Developing and implementing the safety program.
3. Assisting in preparation and revision of safety policies and implementation of the safety rules.
4. Monitoring and auditing each department or facility for safety and health hazards.
5. Establishing or approving procedures for hazardous operations.
6. Monitoring and auditing the operation for safety and health hazards.
7. Overseeing the investigation of all accidents, reporting near-misses or hazardous conditions, and assuring that appropriate steps for corrective action are implemented in a timely manner. In the event of an accident, conducting a complete and thorough investigation before leaving work for the day.
8. Reviewing and approving the safety aspects of any facility layout, design, and alteration.
9. Maintaining reasonable contact with any worker who is away from work due a work-related injury or illness, and documenting the contact in a written record. Reasonable contact frequency will be dependent on the type of injury and prognosis and be done a consistent manner with protected leave laws.
10. Completing the safety orientation of new employee and conducting mandatory safety meetings and training.
11. Recommending safety procedures and practices.
12. Maintaining the OR-OSHA injury and illness logs and complying with state and federal injury reporting requirements.
13. Retaining exposure and medical monitoring records.
14. Managing the workers' compensation program.
15. Assisting supervisors with safety performance issues if requested, or in the event of a specific trend of injury types or sources.
16. Administering all other insurance including property, liability, auto, workers' compensation, and employee health insurance.
17. Any supervisors or persons in charge of work are the agents of the employer in the discharge of their authorized duties, and are responsible for:
 - a. The safe performance of work under their supervision.
 - b. The safe conduct of the crew under their supervision.
 - c. The safety of all workers under their supervision.

EMPLOYEE'S RESPONSIBILITIES

Employees' role in safety is critical. Employees are responsible to follow proper safety and health practices. It is important that everyone report unsafe conditions to their supervisor and the Safety Committee so that the condition or facility can be corrected. Safe work practices are for all our employees' benefit.

Employees are responsible for:

1. Carrying out each task using every required and reasonable precaution to protect themselves and co-workers from injury.
2. Being alert to and reporting any unsafe conditions or practices observed to the immediate supervisor.
3. Immediately reporting all injuries to their supervisors.
4. Being familiar with and abiding by the safety policies.

SAFETY COMMITTEE RESPONSIBILITIES

The Safety Committee's responsibility is to advise management on safety related issues in the workplace and to provide leadership in protecting the safety and health of all employees. The Safety Committee plays an essential

role in the overall safety effort and serves as the primary means of communicating and exchanging information on safety issues. Safety Committee responsibilities include:

1. Recommending programs for the safety and health of employees.
2. Monitoring the programs and work procedures designed for employee safety and health.
3. Considering individual employee concerns and suggestions regarding safety and health, communicating with the management team regarding concerns and suggestions, and reporting back to the individual employee in a timely manner.
4. Reviewing employee safety input forms and recommending appropriate corrective action in writing.
5. Promoting programs to improve the safety, health, training, and awareness of all employees.
6. Participating in the investigation of safety hazards as needed.
7. Providing a means for employees to work together on identifying hazards and developing acceptable solutions to safety problems.

Safety Committees meet monthly and will provide reports to the management team(s).

Though the Safety Committee's role is advisory, all reasonable means will be taken by management to address the concerns of the committee. The Safety Committee Charter is defined in detail in 600.007.

SAFETY COMMITTEE CHAIR RESPONSIBILITIES

1. Presenting to the management team(s) safety policies to meet OR-OSHA compliance.
2. Assisting the Safety Committee with the implementation of all safety policies and procedures.
3. Evaluating safety performance issues upon request or if specific injury trends are identified.
4. Working with the Safety Committee to develop or recommend safety-training programs.
5. Developing and or maintaining educational and instructional materials.
6. Developing safety committee meeting agendas and leading the safety committee meetings.

SAFETY COMMUNICATION NETWORK

As reflected in the management commitment statement, maintaining a safe place of employment requires a cooperative effort on the part of each employee. Essential for such cooperation is a communication system capable of conveying safety information. The following outlines our communication network:

1. Written communications (either on paper, via email or the entity's intranet), to be available to the employees in each department, regarding major and/or complex issues.
2. Safety Committee meetings should be held as needed but at least every month unless all employee safety meetings are held. These meetings will have a standard agenda that shall be revised as appropriate and participants will report on various safety/health related issues. The agenda for Safety Committee meetings should include (but are not limited to):
 - a. Review of old business from prior safety committee meetings.
 - b. Review of applicable regulatory issues.
 - c. Status of current safety issues.
 - d. Review of accidents that have occurred and corrective actions taken. This includes a discussion of any trends or near-miss reports.
 - e. Discussion of any major process and operational changes that may affect safety or environmental pro-grams or result in additional planning.
 - f. Each department representative or the supervisor will report on the status of on-going safety training and any assistance needed.
 - g. Review of walkthrough reports and corrective actions taken.
3. Getting safety input from individual employees can be accomplished through a variety of avenues including:
 - a. Addressing the issue with the immediate supervisor.

- b. Reviewing with any level of management, via our open-door policy.
- c. Submitting a written safety recommendation.
- d. Reviewing with a safety committee representative.

DISCIPLINARY ACTIONS FOR UNSAFE PRACTICES

Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by City of Florence or outside regulatory or legislative bodies. Violation of any safety, health, security or policy, rule or procedure will result in potential discipline or termination of employment.