

SELF-INSURED LOSS PREVENTION PROGRAM



OCCUPATIONAL SAFETY AND HEALTH MANUAL

Policy Owner:	Risk Management	Effective Date:	March 1, 2021
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Scope:	All Employees	Training Needed:	Yes
Associated Form:	n/a	Training Frequency:	At hire; annually

SELF-INSURED LOSS PREVENTION PROGRAM

OR-OSHA requires specific Loss Prevention Activities to be performed by group self-insured employers. The City of Florence is considered to be a self-insured employer and must comply with the specific OR-OSHA self-insured employer rules. This includes a written plan and specific activities.

OSHA 437-001-1050 & 1060: <http://osha.oregon.gov/OSHArules/div1/437-001-1050-1060.pdf>

WRITTEN OCCUPATIONAL HEALTH AND SAFETY LOSS PREVENTION PROGRAM

The program's function is to address the loss prevention effort and inform management and employees of the availability and process for requesting loss prevention services.

SELF-INSURED OR-OSHA REQUIRED LOSS PREVENTION ELEMENTS

The following elements are required by OR-OSHA for each self-insured group and self-insured employer. The overall operation of our safety program and recordkeeping will meet these elements.

1. Management commitment to health and safety.
 - a. Method of compliance: The statement of commitment is primarily our Safety Manual but commitment is also shown by our responsiveness to the Safety Committee's concerns and recommendations.
 - b. Recordkeeping: The Safety Manual and written responses to Safety Committee concerns and recommendations are maintained by the administration.
2. Accountability system for employer and employees.
 - a. Method of compliance: Each employee's job performance includes review of safety behavior and activities.
 - b. Recordkeeping: Human Resources retain employee performance records and any record of discipline for safety issues.
3. Training practices and follow-up.
 - a. Method of compliance: Training is the responsibility of the department supervisor(s). We have developed a schedule for training and have identified the specific training needs.
 - b. Recordkeeping: The record of training is maintained by the department supervisor and/or Human Resources.
4. A system for hazard assessment and control.

- a. Method of compliance: The Safety Committee's quarterly inspections and supervisor's routine review of their work activities at the various locations will serve to ensure that we have appropriate auditing. OR-OSHA expects that the quarterly inspection assess all the employer's locations/operations. In addition, our Workers' Compensation Provider's Risk Management Consultant conducts periodic inspections at our facility.
 - b. Recordkeeping: The primary records of the inspection and audit services will be maintained by administration. The Safety Committee will make a record of each quarterly inspection. This will be placed in the Safety Committee Inspection file. Any written inspection report done by a supervisor (i.e. lock out tag out annual inspection) will be kept in the supervisor's/departments safety file.
5. A system for investigating all recordable occupational injuries and illnesses that includes corrective action and written findings.
 - a. Method of compliance: Management and/or the supervisors are responsible for completing accident investigations. The Safety Committee also reviews and comments on the accident investigations and they may participate in some of the investigations.
 - b. Recordkeeping: The primary accident investigation records maintained by administration.
6. A system for evaluating, obtaining and maintaining personal protective equipment (PPE).
 - a. Method of compliance: Each supervisor has an overall responsibility for ensuring the selection and purchase of appropriate PPE, and that the PPE are properly used and maintained. The Safety Committee and others conducting daily or quarterly inspections will review the PPE program's adequacy. 600.014 provides a PPE policy, selection, maintenance, and training information.
 - b. Recordkeeping: The primary records for PPE inspection are maintained by the department supervisors.
7. On-site routine industrial hygiene and safety evaluations to detect physical and chemical hazards of the workplace, and the implementation of engineering or administrative controls.
 - a. Method of compliance: Basic occupational safety and health inspections are done by the Safety Committee and supervisors. More technical assistance is provided by our Workers' Compensation Provider's Risk Management Consultants, OR-OSHA consultants and private safety and industrial hygiene consultants.
 - b. Recordkeeping: The primary records of the inspection and audit services will be maintained by the managers, supervisors and Safety Committee.
8. Evaluation of workplace design, layout and operation, and assistance with job site modifications utilizing an ergonomic approach.
 - a. Method of compliance: Basic ergonomic inspections are done by the Safety Committee. More technical assistance is provided by our Workers' Compensation Provider's Risk Management Consultants, OR-OSHA consultants and private consultants.
 - b. Recordkeeping: The primary records of the ergonomic survey and findings will be maintained by the supervisor or manager of the group or department receiving the evaluation.
9. Employee involvement in health and safety efforts.
 - a. Method of compliance: This is a primary concern for management and the Safety Committee. Routine meetings or staff meetings are the primary focus for employee involvement. Safety is a daily activity and our employees are expected to perform their work as instructed for their own and coworker safety. Additionally, use of employee safety suggestion forms, hazard reporting forms, as well as encouraging employee input and feedback on matters presented to the safety committee are other ways to involve employees in the safety effort. Lastly, ensuring that safety committee members rotate every few years allows other employees the opportunity to participate in the safety committee.
 - b. Recordkeeping: The primary records of employee involvement are found in the supervisor's safety inspection records, minutes of staff meetings, in Safety Committee minutes, employee safety suggestion forms, and hazard reporting forms.

10. An annual evaluation of the employer's loss prevention activities based on the location's current needs.
 - a. Method of compliance: An annual report will be prepared in January or June of each year for the previous year's activities. The report will be prepared by the management staff, the Safety Committee, department managers and/or supervisors. The reports will provide feedback on the entity's loss prevention activities, policies, and procedures on areas of improvement or change.
 - b. Recordkeeping: The annual reports will be maintained by the Administration and available to the Safety Committee and OR-OSHA upon request.

EMPLOYEE TRAINING MATERIALS

Each employee must be trained in the Emergency Action and Fire Protection Plan when hired and every year thereafter. Additional training may also be needed whenever the employee's responsibilities change and whenever the plan is changed.

Emergency Response Training Overview

The location and use of fire extinguishers. This includes the following information on types, stages of fires, and reactions to fires and emergencies:

1. In order to have a fire, three components are needed (see fire triangle): fuel (paper, wood, oil, grease, etc.), oxygen (air) and heat (source of ignition). Take away any one of these and your chances of a fire are eliminated.
2. Review the class of fire extinguishers and method of use.
3. Discussion on the dangers of:
 - a. Becoming disoriented in the panic of a fire.
 - b. The use of the fire hose as an escape aid.
 - c. Going onto a roof, or into a basement to fight a fire.
 - d. Exploding chemical containers such as acetylene, oxygen, propane, barrels.

Limit our staff firefighting to incipient fires. Employees will only be trained to use an extinguisher or in some cases the smaller fire hoses to put out an incipient fire. Employees are not trained in structural firefighting.

Every training session will emphasize employee safety and prevention of emergencies and fires.

Employees are trained in the use of fire extinguishers at the time of hire and annually thereafter. Basic training on fire extinguishers should include the following information:

1. Class A Fires: Ordinary combustible fire
2. Class B Fires: Flammable liquid and gas fires
3. Class C Fires: Electrical fires; usually Class A or B fires involving energized electrical wiring and equipment
4. Class D Fires: Combustible metals
5. The location of fire exits and emergency evacuation routes, which should also be noted on building evacuation maps posted in throughout the buildings.
6. Rescue and medical duties.
7. Procedures to follow should a facility evacuation be needed including:
 - a. Evacuation routes.
 - b. Method for reporting to the Emergency Coordinator after an evacuation
 - c. Means of reporting fires and other emergencies

Employees with specific fire duty assignments will receive special training on their responsibilities. Each supervisor will ensure that their employees receive the proper training and will keep a record of the training.