

Policy Title:	Safety Committee and Program		
Policy Number:	5.001	Version:	3.0
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Approved By: _____

1-4-10
Date Approved _____

Overview

Description:

The goal of the SOCP Safety Committee is to provide a safe and healthy environment for the people that work and live in the homes and other work locations so they can lead safe and productive lives.

Purpose/Rationale: The purpose of the SOCP Safety Committee is to bring workers and management together in a cooperative effort to promote safety and health.

Applicability: OAR 411-325-0230 Emergency Plan and Safety Review. Is applicable to all DHS employees directly or indirectly, responsible for written emergency plans, emergency telephone number postings and the quarterly safety reviews.

Failure to Comply: Failure to comply with this policy and related procedures may result in disciplinary actions, up to and including dismissal. Any violation of any requirement within OAR 411-325-0230, 0240, 0250, 0260, 0270, 0280 and 0290 may result in a civil penalty up to \$500 per day for each violation not to exceed \$6,000 for all violations for any licensed 24-hour residential home or facility within a 90-day period.

Policy

Quarterly safety review: A documented safety review that is site specific must be conducted quarterly to ensure that the residence is free of hazards. The provider must keep these reports for three (3) years and make them available upon request by the CDDP or Department.

Responsibility

Action

Central Management Team

- Support the Safety Committee by:
1. Setting proper examples for safety and health,
 2. Following through in a timely manner on recommendations received from the Safety Committee, and
 3. Holding themselves and all workers accountable for safety and health.
 4. Assure safety issues are addressed in a timely manner to include work orders.
- Recommendations from the Safety Committee will be responded to in writing within 30 days.

Responsibility**Action****Site Managers**

- Assure that workers are properly instructed and supervised in safe operations and practices.
- Take all reasonable means to require employees to work and act in a safe and healthful manner; to conduct their work in compliance with all applicable safety and health rules; to use all means and methods that are necessary to safely accomplish all work; and to not remove, displace, damage, destroy or carry off any safety device, guard, notice or warning provided for use.
- Provide necessary measures to protect employees from harm or hazardous conditions, maintain equipment in good working order and use, inform employees of hazards they may be exposed to and provide them appropriate training to prevent incidents from occurring, and investigating all injuries/incidents with a focus on prevention.
- Items from area safety meetings may also be forwarded to the Safety Committee.
- Inspected home monthly to locate and identify safety and health hazards using the Safety Checklist (Policy #5.008). Inspections will be conducted by staff in the home and a copy of the results forwarded to the Safety Committee for review at each meeting.
- Document in writing the location and identity of the hazards. A copy of each inspection will be kept at the work area and retained for three years.
- Correction of deficiencies found during safety inspection.
- Send copy of Safety Inspection Checklist to Safety Manager for review by Safety Committee.

All Employees

- Conduct work in compliance with all safety rules.
- Report all injuries immediately to the person in charge of their work area.
- Make full use of safeguards provided for their protection; report defective equipment or other hazardous conditions; not remove or interfere with accident prevention devices or practices provided; not engage in horseplay, scuffling, or any other activity of a similar nature; and participate in all training provided.
- Any employee may forward safety-related suggestions, reports of hazards, or other information to the Safety Committee by submission of a written memorandum to any Safety Committee member who will include it in the next meeting's agenda.

Membership

1. The SOCP Safety Committee will be composed of an equal number of employer and employee-represented members.
 - a. Employee representative will be volunteers or elected by their peers.

- b. The Director will appoint management representatives.
 - c. A representative from AFSCME Local 1246-3 will be invited to attend.
2. Both employee and employer representatives will serve a continuous term of at least one year.
 3. It is the intent that all worksites are represented on the committee. In order to achieve this, membership will minimally include one person from each of the following areas:
 - Southern-area homes (Eugene-area and Lebanon)
 - Salem-area homes
 - Yamhill homes
 - Portland-area homes
 - Hampden/Discovery
 4. Initially the Safety Committee members will elect the chairperson and vice-chair for a term of one year. An employee representative and the other position by a management representative will fill these positions. The vice-chair becomes the chair the following year and a new vice chair is then elected.

Duties and functions

Responsibility	Action
Safety Committee	<ul style="list-style-type: none"> • Meet at least monthly. • Written agendas will be provided prior to each meeting. The agendas will allow for new business. • Minutes will be made of each meeting and maintained for three years. <ol style="list-style-type: none"> 1. Copies of minutes will be posted or made available for all employees and sent to each committee member. 2. All reports, evaluations, and recommendations of the Safety Committee will be part of the minutes. • A recommendation must be approved by a simple majority of voting members before the recommendation may be forwarded. • At least two members each of represented and management must be present for voting to occur. If a quorum of voting members is not present, the issue will be tabled until the next meeting. • Have ready access to applicable OR-OSHA and Health Codes through the safety office. • Participate in safety training. At a minimum, each member will receive training in hazard identification and accident/incident investigations. • Review this policy and procedure annually and revise as necessary. • Review incident/injury data monthly and make recommendations for improvement as necessary. • Assure that all safety-related incidents including injury accidents, illnesses, and deaths are investigated. • Serve as the vehicle incident review panel

Responsibility**Action**

- Evaluate the employer's accountability system and make recommendations to implement supervisor and employee accountability for safety and health.
- Assist in evaluating the accident and illness prevention program, establish procedures, and make written recommendations to improve the program where applicable.
- Assist with at least one safety inspection each quarter.

**Safety
Manager**

Discuss with all Safety Committee members:

- a. Safety Committee purpose and operation.
- b. OAR 437-001-0760 through 437-001-0765
- c. Methods for conducting Safety Committee meetings.

Reference(s):

OAR 411-325-0230, 0240, 0250, 0260, 0270, 0280 and 0290

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Policy History:

- **Version 1.0:**
- 2002
- **Version 2.0:**
- 2004 (Revised)
- **Version 3.0:**
- 01/2010 (Revised)

Keywords:

Safety, Committee, Safety Committee and Program, Emergency Plan, Safety Review