



# WORK SAFETY

Safety first

Workpl

Regulations

Hazards

Protection

Risk

Health

Procedures

Danger

# SD|IS

SPECIAL DISTRICTS  
INSURANCE SERVICES

## Self-Insured Group Member **Loss Prevention Toolkit**

0AR 437-001-1050, 0AR 437-001-1055, 0AR 437-001-1060

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# IMPORTANT

As a member of Special Districts Insurance Services (SDIS) Workers' Compensation Program (group self-insured), OR-OSHA requires that certain loss control efforts set out in OAR 437-001-1055 and OAR 437-001-1060 be implemented by your district.

OAR 437-001-1055 requires each member of a group self-insured program to establish a written occupational health and safety loss prevention program that includes:

1. implementing loss prevention efforts aimed at eliminating or reducing health and safety injuries and illnesses; and
2. informing managers and workplace locations of the availability and procedure for requesting loss prevention assistance.

OAR 437-001-1060 then outlines what is required as part of the loss prevention effort.

SDIS and legal counsel have put together a program that will help members meet the OR-OSHA requirement for a loss prevention effort at your district. This loss prevention effort is above and beyond your already required written programs such as hazard communication and lockout/tagout.

**Step One:** Ensure that all managers at your district know that SDIS is your workers' compensation carrier and that as a member of the program, loss prevention assistance is available. This can be as simple as sending an email out to all managers or posting a notice at all establishments stating this (attached is a notice you can copy and post). Have a plan in place ahead of time so that if loss prevention assistance is needed, managers will know who to contact at your district so it can be forwarded to the SDAO Risk Management Department.

**Step Two:** Have a written loss prevention effort that encompasses the district's operations. A generic District Loss Control Program has been included in this toolkit to help meet the requirements. Review this document and add any specific/unique safety issues at your establishments. A copy of this document needs to be located at each establishment, with added district specific hazards, if any. You can use the same loss prevention effort at multiple establishments if the operations are similar at the various locations.

This loss prevention effort needs to be reviewed on an annual basis and changes made when operations or processes have changed, as needed. Document this review and forward the documentation of the loss prevention effort to SDIS. SDAO risk management staff will be reviewing your loss prevention efforts during their visits throughout the year.

**Failure to comply with these OR-OSHA requirements can result in fines for your district.**  
SDAO's Risk Management Department is available to help you meet this loss prevention program requirement. Please take advantage of our assistance by calling us at **800-285-5461** or emailing [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com)



# DISTRICT LOSS CONTROL PROGRAM (LCP)

The safety and health of all workers/employees is a shared goal of all who work for this district. The district's policy is that managers, supervisors, and all other employees share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The district has a safety committee consisting of management and labor representatives, or it holds safety meetings. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the district's safety program.

The district expects all management and hourly employees to participate in the following LCP efforts by:

- Striving to achieve zero accidents and injuries
- Taking reasonable steps to improve safety and health policies and procedures at the district
- Assisting loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards
- Identifying reasonable and appropriate mechanical and physical safeguards
- Conducting reasonable safety and health inspections
- Training workers as needed in safe work practices and procedures
- Identifying and providing personal protective equipment (PPE) as appropriate to specific job tasks, and training employees in proper care and use of PPE
- Using appropriate PPE
- Reporting hazards, unsafe work conditions, and on the job near misses/accidents
- Assisting in the investigation into the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences
- Supervising workers in safe work practices
- Enforcing applicable safe work rules
- Disciplining and retraining workers that fail to work safely
- Participating in and supporting safety committee activities
- Reviewing the district's safety and health program annually or as needed

Discipline up to and including termination could result from a failure to pay reasonable attention to any of the above.

**If loss prevention assistance is needed at any time, contact:**

**Scott Neufeld, Director of Risk Management**

**800-285-5461**

**[riskmanagement@sdao.com](mailto:riskmanagement@sdao.com)**





## **This District is Self-Insured for Workers' Compensation Insurance Through the Special Districts Insurance Services Trust (SDIS)**

**Pursuant to OAR 437-001-1050, 437-001-1055, and 437-001-1060, SDIS provides assistance and loss prevention services should district personnel and/or volunteers have concerns regarding health and safety hazards.**

SDIS strives to help Oregon's special districts provide a safe and healthy workplace. Should you have safety or health concerns, please contact your district risk manager, business manager, or supervisor.

Managers and supervisors are to be advised that assistance regarding safety and health hazards may be obtained by contacting:

**SDIS Administrator:** SDAO Risk Management Department  
**Toll-Free:** 800-285-5461  
**Email:** [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com)  
**Mailing Address:** PO Box 12613, Salem, OR 97309-0613

**Display this information in each district facility in a place where your employees can easily read it.**

***Failure to comply with OR-OSHA requirements may result in fines for your district.***

**Administered by Special Districts Association of Oregon**  
PO Box 12613 | Salem, OR | 97309-0613  
**Toll-Free:** 800-285-5461 | **Phone:** 503-371-8667  
**Email:** [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com) | **Web:** [www.sdao.com](http://www.sdao.com)



Date: \_\_\_\_\_ District: \_\_\_\_\_

Person(s) conducting the evaluation: \_\_\_\_\_

**1** Needs improvement

**2** No concerns, but could be improved

**3** Excellent

Performance Measure	Effectiveness	Ideas for Improvement
How effectively is the district implementing its written policy concerning management's commitment to health and safety?	1 2 3	
How effective is the district's health and safety accountability system for Management and Employees?	1 2 3	
How effective are the district's training practices and follow-up?	1 2 3	
How effectively is the district conducting hazard assessments and controlling identified hazards?	1 2 3	
How effectively is the district implementing its system for investigating all recordable occupational injuries and illnesses, including formulating written findings and taking corrective action?	1 2 3	
How effective is the district's system for evaluating, obtaining, and maintaining personal protective equipment?	1 2 3	
How effectively is the district using on-site routine industrial hygiene and safety evaluations to detect physical and chemical hazards?	1 2 3	
How well is it implementing engineering or administrative controls when physical and chemical hazards are identified?	1 2 3	
How effectively is the district evaluating workplace design, layout and operation?	1 2 3	
How well is the district addressing any identified concerns through measures including assistance with job site modifications?	1 2 3	
How effectively is the district engaging its employees in the overall health and safety effort?	1 2 3	
Has the district utilized SDIS risk management services in the past year?	Yes / No	

Note: Ideas for improvement should be given for all areas where effectiveness has been rated at "1." Evaluators should also strive to give ideas for improvement for all areas where effectiveness has been rated at "2." These ideas for improvement should be discussed with management safety and health leadership.

Date: \_\_\_\_\_ District: \_\_\_\_\_

Person(s) conducting the evaluation: \_\_\_\_\_

Comments

# Oregon Administrative Rules for Self-Insured & Group Self-Insured Employer Loss Prevention Assistance /Loss Prevention Programs

## **437-001-1050 Self-Insured and Group Self-Insured Employer Loss Prevention Assistance.**

1. A self-insured employer and each self-insured group shall make available to each of its workplace or group locations occupational safety and health loss prevention assistance.
2. A self-insured employer or group shall acknowledge all requests for services which do not involve alleged hazards from any of its locations within 30 days by scheduling a date to begin providing services.
3. Any request from locations of the self-insured employer or group regarding imminent danger of an alleged hazard shall be responded to as soon as possible with loss prevention services.
4. All other requests regarding alleged hazards other than imminent danger shall be responded to with loss prevention services as soon as practicable, but not longer than 30 days following the date of the request.

## **437-001-1055 Self-Insured and Group Self-Insured Employer Loss Prevention Programs.**

Each self-insured employer and each member of a group self-insured program shall establish and implement a written occupational health and safety loss prevention program for each establishment. As a minimum requirement, the program shall:

1. Provide for a loss prevention effort within the normal functions of the business for prevention or reduction of health and safety injuries and illnesses; and
2. Inform its managers and workplace locations of the availability and the process for requesting loss prevention assistance.

## **437-001-1060 Self-Insured and Group Self-Insured Employer Loss Prevention Effort.**

Each self-insured employer and each member of a group self-insured program shall implement a loss prevention effort for each of its locations, which identifies and controls all reasonably discoverable occupational safety and health hazards and items not in compliance with the federal or the division's occupational safety and health laws, rules and standards. The self-insured group shall assist each member of the group in developing and implementing the loss prevention effort. This loss prevention effort shall include at least the following:

1. Management commitment to health and safety;
2. An accountability system for employer and employees;
3. Training practices and follow-up;
4. A system for hazard assessment and control;
5. A system for investigating all recordable occupational injuries and illnesses that includes corrective action and written findings;
6. A system for evaluating, obtaining, and maintaining personal protective equipment;
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;
8. Evaluation of workplace design, layout and operation, and assistance with job site modifications utilizing an ergonomic approach;
9. Employee involvement in the health and safety effort;
10. An annual evaluation of the employer's loss prevention activities based on the location's current needs; and
11. The group shall maintain records which document the assistance provided to each member of the group.





# 1 Management Commitment to Health and Safety

**Directions:** The OSHA guidelines and risk management principles provide several elements that demonstrate management commitment to a health and safety program. Assess your district by reviewing the items listed below. If any of the items listed below are marked "no", please contact SDAO Risk Management for assistance.

Yes	No	Assessment Statements
		All levels of management are involved in the planning and evaluation of workplace safety and health
		Written policies provide a clear understanding of management's attention to and expectation of having a safe and healthful work environment
		There are clear and measurable safety and health goals and objectives for everyone
		Management conducts annual reviews to evaluate the district's progress in implementing the safety and health system, to address areas of concern, and to set new goals and objectives
		Management has a visible role in the safety and health policies
		Health and Safety policies are visible and accessible throughout the district
		Management ensures that job descriptions have applicable health and safety requirements identified
		Management provides adequate resources so that health and safety responsibilities can be carried out
		Management ensures that the annual process of evaluating the safety and health management system is completed

# Management Commitment to Health & Safety

## BUILDING BLOCKS

A written health and safety policy clearly states the district's commitment to effective risk management and to providing a safe and healthy environment. Communicating the district's health and safety commitment is as important as the district's promise to provide quality service. Policy statements vary in length and content, depending on whether they only contain policy, or also include district philosophies, rules and procedures. Some policy statements will cover items such as specific assignment of responsibility, delegation of authority, description of duties, and safety and health rules.

If your district does not have a written safety and health policy, consider integrating your district's quality statement into one comprehensive policy that includes safety, health, environmental, and quality. If you already have a written policy, take the time to re-post in a new location, print in your district newsletter, or find other avenues to communicate the policy to employees.

### Policy Statement Examples:

- The safety and health of our employees is the most important consideration in the operation of this business.
- Safety and health is the responsibility of every employee in this district. It must be considered in every task we perform.

### Core Beliefs — the underlying principles of the district:

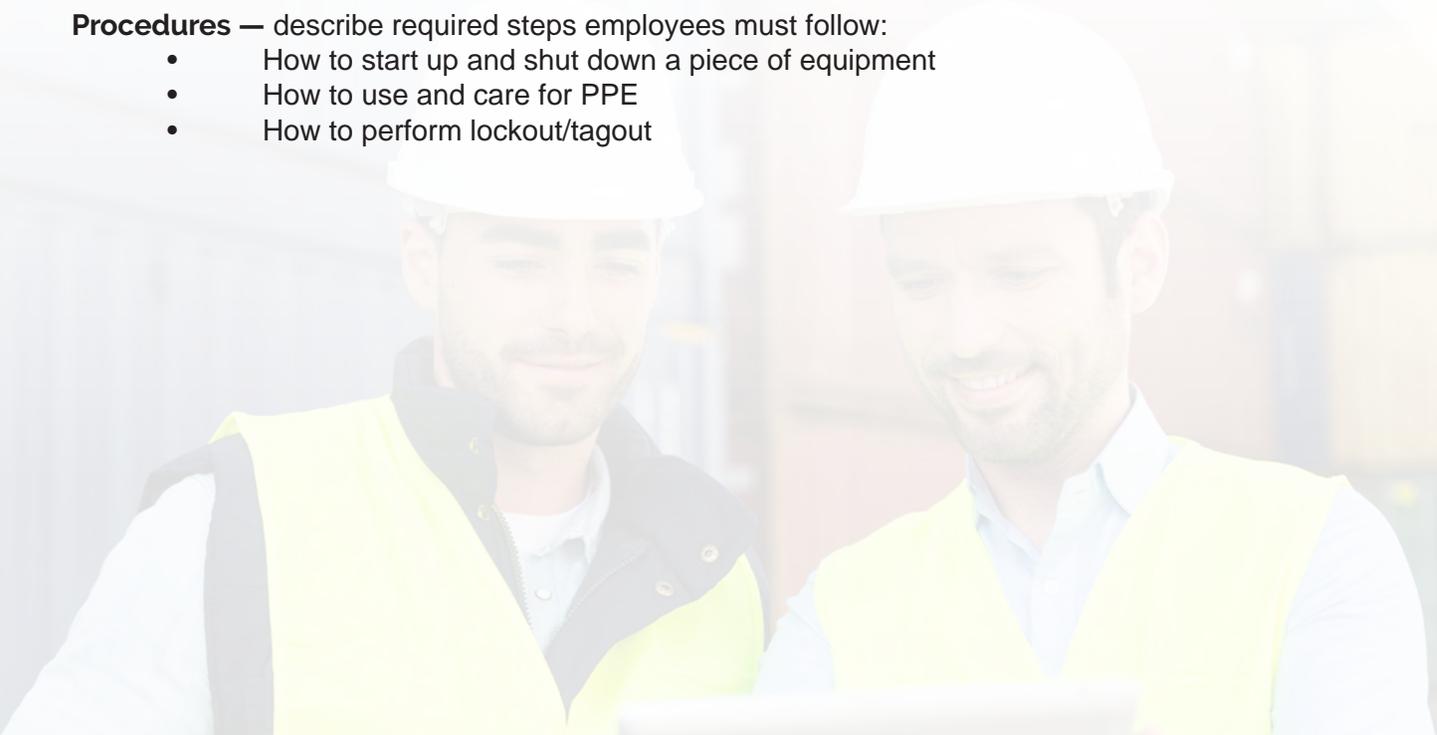
- We believe that a safe operation contributes positively to the bottom line.
- We believe that what we do should not harm the safety or health of our employees or of the community.
- Safety should not be compromised for profit.

### Operating Principles — guidelines that describe how managers and employees should make decisions:

- Employees should do a job right and not take unsafe shortcuts.
- It is important for employees to bring safety concerns to management's attention.
- We expect vendors to follow our safety and health procedures.

### Procedures — describe required steps employees must follow:

- How to start up and shut down a piece of equipment
- How to use and care for PPE
- How to perform lockout/tagout





## 2 Accountability System for Employer and Employees

**Directions:** The OSHA guidelines outline several factors that demonstrate an effective accountability system. Assess your district by reviewing the items listed below. If any of the items listed below are marked "no", please contact SDAO Risk Management for assistance.

Yes	No	Assessment Statements
		The evaluation assesses the district's safety and health activities, controls and procedures to assess whether goals are being met, hazards are being corrected and needed improvements in the system are being made
		The assessment of the district's loss control efforts should be conducted annually by the safety committee <a href="#">OAR 437-001-0765(8)</a>
		Evaluate the extent to which the culture and behaviors in the district support quality and safety principles
		Assess how employees participate in meetings to improve the district's safety and health system
		Assess how effectively managers implement and enforce safety and health policies <a href="#">OAR 437-001-0760(1)(b)</a>
		Confirm that supervisors are given appropriate safe work practices training
		Confirm that periodic personnel evaluations regarding safe work practices are done
		Develop district policies that identify required safe work practices
		Give employees sufficient authority and training to fulfill their safe work responsibilities <a href="#">OAR 437-001-0760(1)(a)</a>

# Accountability System for Employer & Employees

## BUILDING BLOCKS

The district should develop a clear, written accountability policy describing workplace safety expectations that apply to all employees. Establish, as part of the accountability policy, a recognition program that rewards employees for outstanding contributions to the safety effort.

### Policy Statement Examples:

- Discipline will be initiated as needed for appropriate reasons, including, but not limited to, violations of the work rules, insubordination &/or poor job performance.
- It is important to recognize that the intent of this policy is to correct inappropriate or unacceptable behavior in the work place.

### Core Beliefs — the underlying principles of the district:

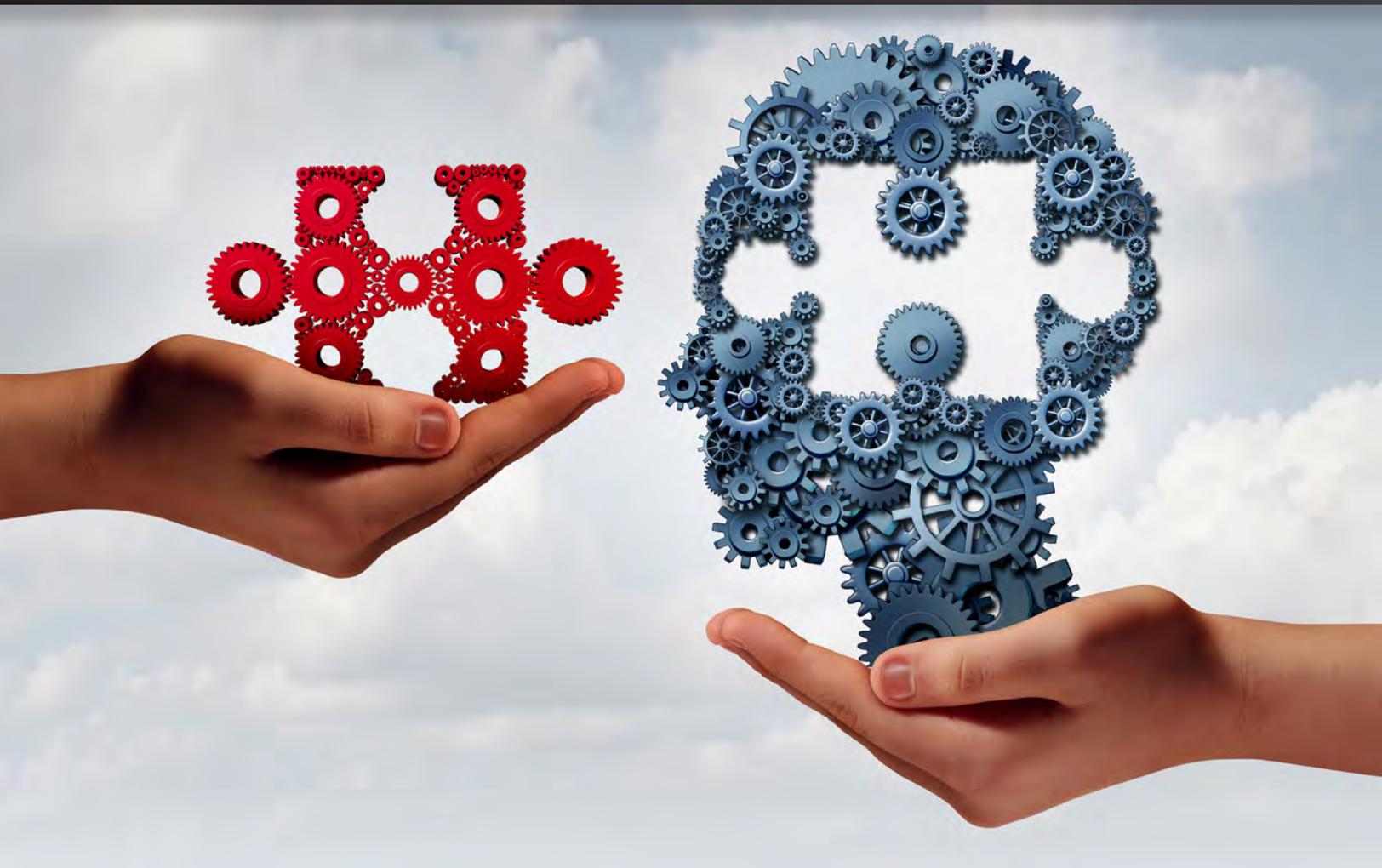
- On-the-job conduct of district employees and volunteers affects the ability of the district to serve its citizens and affects the taxpayer's impression of district government.
- It is designed to inform everyone about the working guidelines for supervisory and staff personnel in the daily administration of the district to provide employees an understanding of what is expected of them, and to ensure consistent, fair, and uniform treatment of district employees

### Operating Principles — guidelines that describe how managers and employees should make decisions:

- The review process gives employees and supervisors an opportunity to measure, review, and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or substandard work performance.
- We expect vendors to follow our safety and health procedures.

### Procedures — describe required steps employees must follow:

- Performance reviews shall be completed at least annually and in accordance with the guidelines and instructions set forth by the Board.
- Progressive discipline actions include:
  1. Verbal Counseling
  2. Written Counseling or Warning
  3. Temporary Pay Reduction
  4. Suspension
  5. Demotion
  6. Discharge/Termination



### 3 Training Practices & Follow-up

**Directions:** The OSHA guidelines outline several factors that demonstrate an effective training program. Assess your district by reviewing the items listed below. If any of the items listed below are marked "no", please contact SDAO Risk Management for assistance.

Yes	No	Assessment Statements
		Effective training is provided to all staff appropriate for their job tasks <a href="#">OAR 437-001-0760(1)(a)</a>
		Expectations are clearly communicated prior to beginning work
		Managers integrate lessons from training into everyday work and behavior
		Develop a clear, written training policy describing workplace safety expectations that apply to all employees
		All training is documented and the documentation is kept for a minimum of one year after the training or until the next training is completed, whichever is longer

# Training Practices & Follow-up

## BUILDING BLOCKS

District leaders and managers should integrate lessons learned from training into everyday work and behavior. You need to support, encourage, and shape desired behavior changes over time leading to engagement versus mere compliance. To foster across-the-board participation and empowered workforces, executives and supervisors need to cascade learning to help employees manage themselves when the boss isn't there.

Focus and repetition are important. Instead of trying to apply hundreds of things learned in a training session, it's most effective to hone in on one or two behaviors or skills and guide employees in repeating them daily in many situations for incremental success. Steady improvement in small behaviors adds up to meaningful strides toward meeting business goals.

Experience shows that leaders must learn to pull training lessons through an organization, from the executive management offices to the shop floor. Training built around these techniques helps drive the desired behavior.

### Policy Statement Examples:

- The district encourages continued education and training for employees to enhance job performance and assist in potential career advancement within the district. The district shall provide such in-service training as deemed necessary and beneficial to the delivery of services and performance of duties.
- An effective training program sets the tone for the operation of the district. Training is an investment by the district to ensure the delivery of quality service and to protect itself against allegations of poor performance. Successful training also establishes an expected level of performance for employees.

### Core Beliefs — the underlying principles of the district:

- We provide district personnel with guidance in what our mission is and the training required to perform emergency response and other activities without exposing personnel to injury or death.
- Our goal is to maintain and enhance the knowledge, skills and attitudes of the district's personnel and to support the mission of the district.

### Operating Principles — guidelines that describe how managers and employees should make decisions:

- The solution to poor administration is training and if training fails, administrators should be themselves be retrained and/or counseled, and/or disciplined. The solution is not micro-management.
- The district has prioritized training needs based on mandates, risks, complexity, and the frequency of performance. Some topics are covered annually, while others may be covered only once over several years. For example, OR-OSHA required training on the use of air packs is covered annually while recertification for water systems is completed over the course of two years. Training priorities and requirements are reviewed on an annual basis.

### Procedures — describe required steps employees must follow:

- The method of training will be administered through service delivery, task performances, or education and/or training.
- The objectives of our annual performance management and formal appraisal process are:
  1. To ensure that each person in our organization knows how he/she is performing against established performance standards;
  2. To determine how well district supervisors are performing in assisting and training employees with work performance and objectives;
  3. To ensure communication and two-way feedback;
  4. To provide a consistent, objective, and fair method for making compensation decisions;
  5. To identify areas where an employee may need more training;
  6. To provide a tool for career planning; and,
  7. To provide a record of employee performance and contributions.



## 4 System for Hazard Assessment & Control

**Directions:** The OSHA guidelines outline several factors that demonstrate an effective hazard assessment and control program. Assess your district by reviewing the items listed below. If any of the items listed below are marked "no", please contact SDAO Risk Management for assistance.

Yes	No	Assessment Statements
		A baseline hazard survey has been completed
		Workplace self-inspections are completed regularly by staff and management <a href="#">OAR 437-001-0760(7)</a>
		Quarterly self-inspections are completed and written recommendations are made by the safety committee <a href="#">OAR 437-001-0765(7)</a>
		Reports are completed and sent to management for review
		JHAs are completed for all high priority/high hazard tasks <a href="#">OAR 437-001-0760(6)</a>
		Employees are encouraged to report safety concerns <a href="#">OAR 437-001-0765(8)</a>
		The hierarchy of controls is used to find the appropriate control for a safety or health concern, with an emphasis on substitution and engineering controls
		Change analysis is used when changes are made to processes or equipment
		Equipment has routine maintenance performed on a documented schedule
		Controls of hazards are documented and reviewed routinely <a href="#">OAR 437-001-0760(7)(b)</a>

# System for Hazard Assessment & Control

## BUILDING BLOCKS

A hazard assessment and control program consists of an assessment of the hazards, and effective steps necessary to protect workers from exposure to things that could affect their well-being. These may be chemicals, physical hazards, or other types of dangers such as noise and vibration. The program should also address training and the procedures required to monitor worker exposure.

It is important to monitor both the hazard and the control method to make sure that the control is working effectively and that exposure to the hazard is reduced or eliminated. Some tools you can use include physical inspections, testing, exposure assessment, observations, injury and illness tracking, accident/incident investigation reports, employee feedback/input.

The district should develop a clear, written policy describing workplace health and safety assessments that apply to all employees. Establish, as part of the policy, documentation that assesses the effectiveness of the program. Use these questions to develop that written policy.

- Have the controls solved the problem?
- Is the risk posed by the original hazard contained?
- Have any new hazards been created?
- Are new hazards appropriately controlled?
- Are monitoring processes adequate?
- Have workers been adequately informed about the situation?
- Have orientation and training programs been modified to deal with the new situation?
- Are any other measures required?
- Has the effectiveness of hazard controls been documented in your committee minutes?
- What else can be done?

### Policy Statement Examples:

- To assist in promoting efficient reporting and tracking the district will use a form designed to report, acknowledge, and provide tracking of the status of a hazard, unsafe condition or unsafe practice.
- The district is responsible to ensure that a worksite/task analysis is conducted to identify hazardous conditions that may or may not be eliminated through engineering or administrative controls.

### Core Beliefs — the underlying principles of the district:

- We expect our employees to work in a manner that does not produce injury to them, persons working with them, customers or the public.
- This commitment includes encouraging all district employees to focus on identifying safety/health problems and following up on any safety issues that was raised.

### Operating Principles — guidelines that describe how managers and employees should make decisions:

- If you see an unsafe or dangerous working condition that you can easily correct (such as a cord lying across a walk way), you should fix the problem immediately. Also, if you see a coworker working in a manner that you feel is unsafe, we encourage you to courteously suggest a way to do the job more safely.
- Familiarize yourself with the rules of safety and form the habit of being safety-minded for yourself and your coworkers. The best safety measure is a thoughtful, safety-minded employee.

### Procedures — describe required steps employees must follow:

- To assist in promoting efficient reporting and tracking the district expects employees to use the form provided to report, acknowledge, and track the status of a hazard, unsafe condition or unsafe practice.
- General concerns and recommendations can be made to the personnel officer or any member of the safety committee.



## 5 System for Investigating All Recordable Occupational Injuries & Illnesses that Includes Corrective Action & Written Findings

**Directions:** The OSHA guidelines outline several factors that demonstrate an effective incident investigation program. Assess your district by reviewing the items listed below. If any of the items listed below are marked "no", please contact SDAO Risk Management for assistance.

Yes	No	Assessment Statements
		A clear, written program describing the accident and incident investigation procedures has been established. It describes; who will investigate incidents, the requirement of a written report with recommendations, a follow-up procedure <a href="#">OAR 437-001-0765(8)</a>
		Workplace injuries and illnesses are documented using 801 forms and the OSHA 300 log or similar forms <a href="#">OAR 437-001-0700(14)</a>
		All workplace injuries and illnesses are investigated and written recommendations are made and the recommendations are evaluated by management <a href="#">OAR 437-001-0760(3)(a)</a>
		Accidents are analyzed for root causes, such as; improper methods, environmental conditions, improper equipment and/or tools, inadequate management systems, personnel assignments
		Workplace injury and illness data is evaluated annually to determine trends <a href="#">OAR 437-001-0765(8)</a>

# System for Investigating All Recordable Occupational Injuries & Illnesses that Includes Corrective Action & Written Findings

## BUILDING BLOCKS

The three primary tasks of the accident investigator are to gather useful information, analyze the facts surrounding the accident, and write the accident report.

The district should develop a clear, written policy describing workplace health and safety assessments that apply to all employees. Establish, as part of the policy, documentation that assesses the effectiveness of the program.

Use this outline to develop that written policy.

### 1. Establish an investigation team

- a. Train employees to conduct an effective investigation.
- b. Provide on-going training and practice to the team.

### 2. Notification

- a. Team leader to ensure the appropriate supervisors are notified (call list is helpful).
- b. Ensure the supervisor and employee have completed and submitted an Incident Report and/or 801.

### 3. Response

- a. 9-1-1 called if needed.
- b. Elimination of obvious hazards (interim controls in place).
- c. If it's an incident which did not involve an injury, determine if the area needs to be secured to preserve critical evidence.
- d. If it's an accident scene, the area must be secured until relevant evidence has been obtained.

### 4. Fact-finding

- a. On-scene supervisor with assistance from the accident investigation team leader use the "simple method" of asking; *who, what, when, where, why* and *how come*.
  - i. Establish a list of witnesses. Don't ask questions of witnesses if they are gathered in a group.
- b. Take photos, video, or sketch the area to show where items were at the time of the incident.

### 5. Analysis

- a. Analyze for the "root cause" of the accident
  - i. Methods
  - ii. Environment
  - iii. Equipment and Tools
  - iv. Management Systems
  - v. Personnel Training

### 6. Corrective Actions

- a. Identify all direct, indirect and root causes of the accident in your report.
- b. Identify those staff members who are responsible for ensuring corrective action is taken in the report.
- c. Recommend corrective action(s) and target completion dates.

### 7. The Follow-up

- a. Ensure the corrective actions were implemented by ensuring follow-up.
- b. Share the results with similar operations within the district.

# Incident Report

## WORKER

Name of Employee / Volunteer: \_\_\_\_\_ Gender:  Male  Female

Job title: \_\_\_\_\_

Employer: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_  AM  PM

Incident location: \_\_\_\_\_

Reported to: \_\_\_\_\_ Phone: \_\_\_\_\_ Staff:  YES  NO

Witnesses: \_\_\_\_\_ Phone: \_\_\_\_\_ Staff:  YES  NO

Witnesses: \_\_\_\_\_ Phone: \_\_\_\_\_ Staff:  YES  NO

First Aid Given?  YES  NO If yes, please indicate the type of first aid:

- Ice  Washed Wound  Kept Immobile  Stopped Bleeding  
 Observed  Applied Splint  Applied Dressing  Other

Do you require medical treatment beyond first aid?  YES  NO **If yes, please complete form 801.**

Body Part Injured\*: *Using L for Left and R for Right, indicate your injuries below*

HEAD	TRUNK	EXTREMITIES	OTHER
___ Ear	___ Abdomen	___ Ankle	___ Lower Arm
___ Eye	___ Back	___ Elbow	___ Lower Leg
___ Face	___ Chest	___ Finger	___ Thumb
___ Head	___ Groin	___ Foot	___ Toes
___ Neck	___ Shoulder	___ Hand	___ Upper Arm
___ Scalp	___ Trunk	___ Knee	___ Wrist

**\*Also complete attached Pain Diagram.**

Type of injury suspected:  Laceration/Abrasion  Bruise/Contusion  Sprain/Strain  
 Dislocation  Fracture  Concussion  
 Surface Cut/Scratch  Burn  Other

Describe how incident occurred, including events that occurred immediately before the accident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify, as attested by my signature below, that all information I have given is true and contains no false statements and/or misrepresentations.

Print Employee/Volunteer Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUPERVISOR

Date reported: \_\_\_\_\_ Time: \_\_\_\_\_  am  pm To whom? \_\_\_\_\_

Were other workers injured?  Yes  No If yes, please name: \_\_\_\_\_

Additional comments: \_\_\_\_\_

I certify, as attested by my signature below, that all information I have given is true based on my knowledge of the incident.

Print Supervisor Name: \_\_\_\_\_

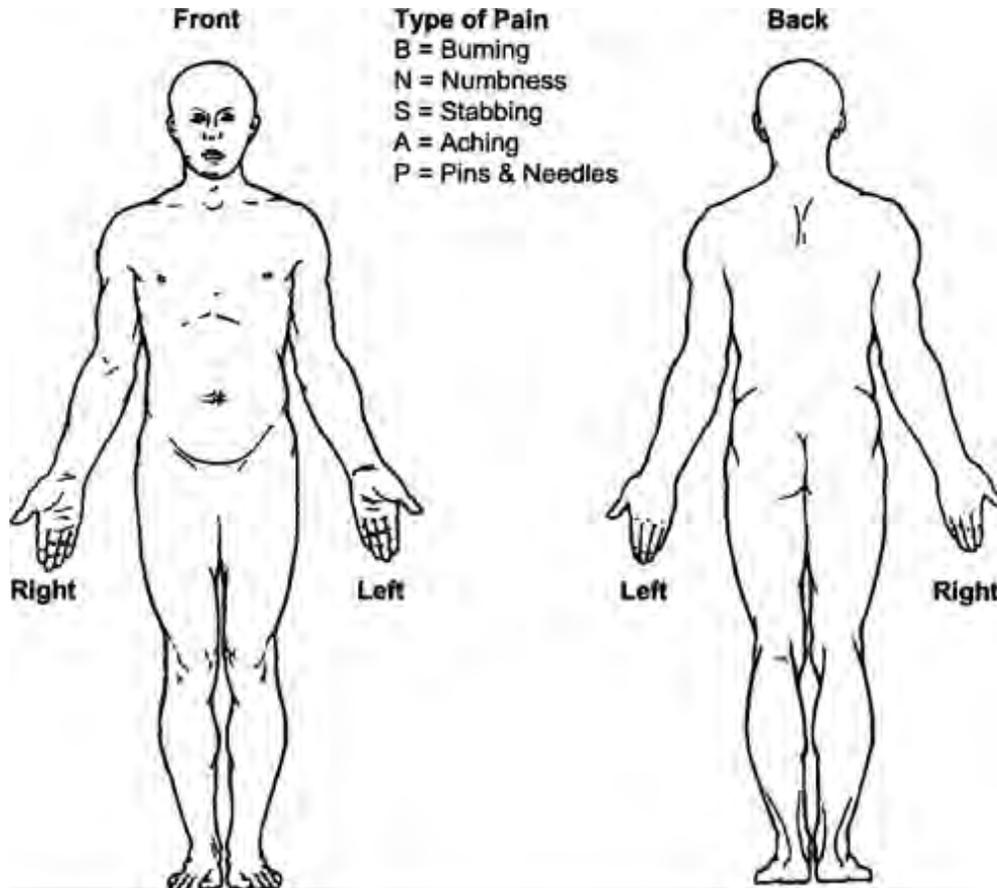
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pain Diagram

This Pain Diagram needs to be completed and submitted with either an Incident Report, an 801 Form, or both. Mail the completed originals to SDAO, PO Box 23879, Tigard OR 97281. Please retain a copy for your own records.

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Please mark the area of injury or discomfort on the chart below using the appropriate symbols:



**0 = No Pain      10 = Severe Pain**

Check one:  0  1  2  3  4  5  6  7  8  9  10

Please use the space below to describe your condition further, if needed:

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I certify, as attested by my signature below, that all information I have given is true and contains no false statements and/or misrepresentations.

Worker's Name Printed: \_\_\_\_\_

Worker's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Incident Documentation

Use this form to document information about an accident or incident. Fill out an investigation report as soon as possible. Note: this form is for use within your district. It is not intended to replace DCBS Form 801: Worker's and Employer's Report of Occupational Injury or Disease.

Employee(s) name(s): \_\_\_\_\_

Date & Time of accident/incident: \_\_\_\_\_ : \_\_\_\_\_  AM  PM

Job title(s) and department(s): \_\_\_\_\_

Supervisor or lead person: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Brief description of the accident or incident: \_\_\_\_\_

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Body part affected: \_\_\_\_\_

Did the injured employee(s) see a doctor?  Yes  No

If yes, did you file an employer's portion of a workers' compensation form?  Yes  No

Did the injured employee(s) go home during their work shift?  Yes  No

If yes, list the date and time injured employee(s) left job(s): \_\_\_\_\_ : \_\_\_\_\_  AM  PM

Supervisor's comments: \_\_\_\_\_

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What could have been done to prevent this accident/incident? \_\_\_\_\_

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Have the unsafe conditions been corrected?  Yes  No

If yes, what has been done? \_\_\_\_\_

If no, what needs to be done? \_\_\_\_\_

**Employer or Supervisor's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Additional comments / notes: \_\_\_\_\_

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## 6 System for Evaluating, Obtaining, and Maintaining Personal Protective Equipment (PPE)

**Directions:** The OSHA guidelines outline several factors that demonstrate an effective PPE evaluation program. Assess your district by reviewing the items listed below. If any of the items listed below are marked "no", please contact SDAO Risk Management for assistance.

Yes	No	Assessment Statements
		The district has a clearly written policy for evaluating, procuring, assigning, and maintaining PPE <a href="#">OAR 437-001-0760(1)(c)</a>
		A written hazard assessment evaluating the use of PPE has been completed recently for all job tasks <a href="#">OAR 437-002-0134(1)</a>
		PPE is maintained according to the manufacturer's recommendations <a href="#">OAR 437-002-0134(3)(a)</a>
		The district uses the manufacturer's inspection forms, in the absence of the manufacturer form; one that meets industry standards is used

# System for Evaluating, Obtaining, and Maintaining Personal Protective Equipment (PPE) BUILDING BLOCKS

The district should develop a clear, written policy describing how effective Personal Protective Equipment (PPE) will be selected, procured and provided to all employees who need it. Establish, as part of the policy, a process to evaluate and select the needed PPE. This will include the PPE assessment that is required by [OAR 437-002-0134](#).

## Policy Statement Examples:

- Personal Protective Equipment and devices should be used only when it is impossible or impractical to eliminate a hazard or control it at its source through engineering design.
- The district will issue required protective equipment to all employees. All equipment issued will comply with applicable standards.

## Core Beliefs — the underlying principles of the district:

- Employees are expected to use good judgment and utilize appropriate safety gear at all times.
- The district is responsible to ensure that a worksite/task analysis is conducted to identify hazardous conditions that may or may not be eliminated through engineering or administrative controls.

## Operating Principles — guidelines that describe how managers and employees should make decisions:

- Supervisors should invite employees to participate in PPE selection. Employees should give feedback to the district managers and supervisors about the fit, comfort, and suitability of the PPE being selected.
- If you have any concerns about deficiencies in the required protective equipment, you must report it to your supervisor immediately.

## Procedures — describe required steps employees must follow:

- This policy points out district requirements and that employee compliance is a condition of employment. Failure to comply with the PPE policy is considered just cause for disciplinary action.
- Supervisors are responsible for setting the proper example and for enforcement of this policy. Employees are responsible for maintaining and wearing PPE as required in this policy.



## Hazard Assessment for PPE

Personal Protective Equipment (PPE) is designed to protect employees from workplace injuries or illnesses resulting from exposure to workplace hazards that cannot be otherwise eliminated through engineering or administrative controls. PPE includes a variety of garments and equipment such as goggles, coveralls, gloves, vests, earplugs, and respirators, as well as various forms of fall protection equipment. PPE, when used properly, protects against hazards, but does not eliminate them. Certain safety/health standards require specific PPE. These standards may be compulsory, such as Oregon OSHA, or they may be voluntary industry standards, such as ANSI or NFPA. You will need to identify what the minimum standards are for hazards in your work sites, and then decide whether to meet or exceed them based on good risk management practices.

This tool will assist in preparing to perform an appropriate hazard assessment to determine what, if any personal protective equipment (PPE) should be provided to your employees. The hazard assessment will facilitate identifying activities and conditions that could endanger your employees. Identified activities are grouped according to what part of the body might need PPE. You can make copies, modify and customize the hazard assessment form to fit the specific needs of your work place, or develop your own form that is appropriate for your work environment.

This tool can also serve as written certification that you have done a hazard assessment as required by [OAR 437-002-0134](#). This rule requires that your hazard assessment for PPE be documented. Make sure that all applicable blank fields at the beginning of the checklist (indicated by \*) are filled out (see below, Instructions #4).

### Instructions:

1. Do a walk-through survey of each work area and job/task. Read through the list of work activities in the first column, putting a check next to the activities performed in that work area or job.
2. Read through the list of hazards in the second column, putting a check next to the hazards to which employees may be exposed while performing work activities or while present in the work area. For example; work activity: chopping wood; work-related exposure: flying particles.
3. Decide how you are going to control the hazards. Consider engineering, work place, and/or administrative controls that could eliminate or reduce the hazards before resorting to use of PPE. If the hazard cannot be eliminated without using PPE, indicate which type(s) of PPE will be required to protect your employee from the hazard.
4. Make sure that you complete the following fields on the form (indicated by \*) to certify that a hazard assessment was done:
  - \*Name and address of the work place where the hazard assessment is being done
  - \*Name of person certifying that a workplace hazard assessment was done
  - \*Date the hazard assessment was done

# PPE Hazard Assessment Form

\* Worksite: \_\_\_\_\_

Task: \_\_\_\_\_

**Sources of motion** – machinery, processes, tools, materials, people, etc.

Describe: \_\_\_\_\_

**Sources of high temperature** – that could cause burns, ignition, injury to eyes, etc.

Describe: \_\_\_\_\_

**Sources of chemical exposure** – splash, vapor, spray, immersion, mixing, pouring, etc.

Describe: \_\_\_\_\_

**Sources of harmful atmospheres** – dust, fumes, gasses, mists, vapors, fibers, etc.

Describe: \_\_\_\_\_

**Sources of light radiation** – welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.

Describe: \_\_\_\_\_

**Sources of falling objects** – materials, equipment, tools, conveyor materials, hoisting, etc.

Describe: \_\_\_\_\_

**Sources of sharp objects** – which could pierce the skin – feet, hands, face, etc.

Describe: \_\_\_\_\_

**Sources of rolling or pinching that could crush** – hands, feet.

Describe: \_\_\_\_\_

**Layout of workplace and location of co-workers** – adequate space for task.

Describe: \_\_\_\_\_

**Sources of contact with electricity** – wires, grounding.

Describe: \_\_\_\_\_

**Sources of noise exposure** – machinery, tools, processes, etc.

Describe: \_\_\_\_\_

**Others** –

Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Required Personal Protective Equipment

## Head Protection

- Metal Hard Hat
- Plastic Hard Hat
- With attached Face Shield
- With attached Ear Muffs
- Bump Cap

## Respiratory Protection

- Disposable Dust Mask
- Half Face Respirator
- Full Face Respirator
- Air Supplied Respirator
- Self-Contained Breathing Apparatus (SCBA)

## Body Protection

- Coveralls
- Non-Conductive (Tyvek) Clothing
- Full Body Apron
- Waist Apron

## Hair Restraint

- Hair Net
- Paper Hat
- Other Hat

## Face Protection

- Face Shield
- Welding Helmet Shade No. \_\_\_\_\_
- Facial Hair Restraint

## Upper Extremity Protection

- Work Gloves
- Chemical Resistant Gloves
- Heat Resistant Gloves
- Wire Mesh Gloves
- Arm Shields
- Barrier Cream

## Eye Protection

- Safety Glasses
- Safety Glasses w/ Side Shields
- Goggles w/ Solid Lens
- Goggles w/ Wire Mesh Lens
- Breathable Goggles
- Lens Tinting Shade No. \_\_\_\_\_

## Hearing Protection

- Ear Plugs
- Ear Muffs

## Fall Protection

- Full Body Harness
- Position Limiting Belt

## Lower Extremity Protection

- Work Boots
- Safety Boots
- Safety Shoes
- Foot Protectors
- Ankle Guards

Reference all SDS as to the proper PPE suggested while using that specific chemical.

Chemical:

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PPE Needed:

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I have conducted a workplace survey on the above task to assess the need for Personal Protective Equipment. The personal protective equipment noted above will be required while performing this task.

\* \_\_\_\_\_  
Print Name

\* \_\_\_\_\_  
Signature

\* \_\_\_\_\_  
Date





## 7 On-Site Routine Industrial Hygiene & Safety Evaluations to Detect Physical and Chemical Hazards & the Implementation of Engineering or Administrative Controls

**Directions:** The OSHA guidelines outline several factors that demonstrate an effective Industrial Hygiene (IH) and safety evaluation program. Assess your district by reviewing the items listed below. If any of the items listed below are marked "no", please contact SDAO Risk Management for assistance.

Yes	No	Assessment Statements
		The district has a clearly written policy that provides guidance on evaluation of tasks for hazards, how to obtain consulting services, how to maintain required medical records, and how to implement controls using the hierarchy of controls
		Tasks that could expose workers to chemical or physical hazards have been identified. (e.g. Lead removal, welding, noise, etc.) <a href="#">OAR 437-002-0134(1)</a>
		Applicable OSHA rules related to hazards have been identified for your district
		Chemicals have been inventoried and SDS's are maintained and are up to date <a href="#">29 CFR 1910.1200(e)(1)(i)</a>
		Training is provided regularly on IH topics <a href="#">29 CFR 1910.1200(h)(3)</a>
		Engineering and administrative controls are evaluated annually to determine effectiveness

# On-Site Routine Industrial Hygiene and Safety Evaluations to Detect Physical and Chemical Hazards, and the Implementation of Engineering or Administrative Controls

## BUILDING BLOCKS

The district should develop a clear, written policy describing the process for assessing the selection, procurement, and use of chemicals in the workplace. Establish, as part of the policy, guidance on evaluation of tasks for IH hazards, how to obtain consulting services, how to maintain required medical records, and how to implement controls using the hierarchy of controls.

### Policy Statement Examples:

- The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment and additional training when needed.
- A noise survey shall be conducted in each area where employees are exposed to a loud noise environment.

**Operating Principles** — guidelines that describe how managers and employees should make decisions:

- Report all exposure incidents to blood or body fluids containing blood to (\_\_\_\_\_ Name and Title).
- Document the exposure route(s) and the circumstances of the incident.
- Identify the source individual, if known.
- Collection and testing of blood for HBV and HIV for exposed employee.
- Counseling, if needed.
- Evaluation of reported illness.
  - It is the responsibility of (\_\_\_\_\_ Name or Job Title) to provide contractors and their employees with the following information:
  - The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of the container and pipe labeling system.
- Safe work practices to prevent exposure.

**Procedures** — describe required steps employees must follow:

- (\_\_\_\_\_ Name and Title) will monitor worksite tasks for changes in, or the introduction of, new hazards. If new hazards are discovered, they will conduct a task analysis for appropriate PPE. A worksite analysis will be conducted at least annually for each task that requires employees to use PPE.
- Employees must wear respirators in the manner in which they were trained and do the following:
  - Care for and maintain their respirators as instructed and store them in a clean sanitary location.
  - Inform their supervisor if a respirator no longer fits and request a new one that fits properly.
  - Inform their supervisor or the program administrator about respiratory hazards or other concerns regarding the respiratory protection program.

# Industrial Hygiene Self-Assessment

To help you better prepare for an OR-OSHA visit, you should be *able to answer and/or explain all of the following*. OR-OSHA will be evaluating each of these subjects, so your familiarity with them is important. You should have related documentation or information available when responding to the following inquiries:

1. What steps have you taken to recognize, evaluate, and control chemical and physical hazards in your workplace (i.e. job hazard analysis, PPE Hazard assessment)?
  - a. What IH hazards exist in your workplace (e.g. cadmium, formaldehyde, lead, asbestos)?
  - b. What major process hazards do you have that may have chemical/physical agent exposures?
  - c. What other chemical/physical agent exposures exist in your workplace?
  - d. How has your chemical inventory been evaluated?
  - e. What process is used to evaluate new chemicals and new processes for health hazards?
2. What non-routine tasks have you identified at your facility that could expose your workers (or contractors) to chemical/physical hazards (e.g. equipment servicing/inspection, chemical spills, permit required confined spaces)?
3. What written programs related to industrial hygiene do you maintain at your work place (e.g. Process Safety Management, respiratory protection, hazard communication, lead, bloodborne pathogens, medical monitoring, etc.)?
4. List all of the IH surveys conducted in the past three years in chronological order. Include both internal and external surveys.
  - a. Did any of these surveys encompass the entire facility and identify all hazards and potential hazards?
  - b. How is the data from these surveys used?
  - c. Is the information shared with employees?
5. What medical records do you maintain (e.g. respirator fit test results, respirator medical evaluation summary and physical exams, medical monitoring for chemical exposure, audiograms, etc.)?
6. What is your IH sampling plan for future monitoring?
7. List the engineering controls that have been implemented to control IH hazards (e.g. ventilation, noise control, etc.)?
  - a. How have you evaluated these controls recently to verify that they are performing adequately?
8. What IH and safety training topics are covered with your employees?





## 8 Evaluation of Workplace Design, Layout & Operation, and Assistance with Job Site Modifications Utilizing an Ergonomic Approach

**Directions:** OSHA has identified several factors that demonstrate an effective evaluation of the ergonomic program. Assess this issue by reviewing the items listed below. If any of the items listed below are marked “no”, please contact SDAO Risk Management for assistance.

Yes	No	Assessment Statements
		The district has a clearly written policy outlining how they will get assistance for employees asking about jobsite modifications and how they will evaluate all employees job tasks related to ergonomic concerns
		The district utilizes trained individuals to assess job tasks for ergonomic concerns
		The district has a procedure for employees to request evaluations of their job tasks
		The district has identified vendors to assist with modifications of work spaces
		The district has job descriptions for each position that clearly defines the physical capacity required for the tasks routinely assigned

# Evaluation of Workplace Design, Layout & Operation, and Assistance with Job Site Modifications Utilizing an Ergonomic Approach

## BUILDING BLOCKS

The district should develop guidance materials describing workplace expectations for assessing the ergonomic needs of all employees.

**Core Beliefs** — the underlying principles of the district:

- Wellness of district employees and volunteers can impact the ability of the district to serve its citizens and could affect the taxpayers' impression of the district's performance.
- The district values the well-being of employees and will consider reasonable adjustments to the work process to: \_\_\_\_\_

**Operating Principles** — guidelines that describe how managers and employees should make decisions:

- The process for determining the priority of performing an ergonomic assessment is based on need.

**Procedures** — describe required steps employees must follow:

- Requests for an ergonomic assessment must be sent to the safety committee for review
- Priority of assessments is as follows:
  1. Employees who have sustained an injury
  2. Employees who have a verified event that causes discomfort
  3. Employees who have regular tasks that cause repetitive motions

**Directions:** The OSHA guidelines outline a number of factors that demonstrate effective employee involvement with the health and safety program. Assess your ergonomic risk by reviewing the items listed below. If you answer “no” to any of the following statements, please contact SDAO Risk Management.

Yes	No	Ergonomic Assessment Statements
		Can the work be performed without eye strain?
		Can the task be done without repetitive lifting of the arms above the shoulder level?
		Can the task be done without the employee having to hold their elbows out and away from the body?
		Can employees keep their hands or wrists in a neutral position when they are working?
		Are mechanical assists available to the worker performing materials-handling tasks?
		Can the task be done without having to bend the neck and shoulders to view the work?
		Are contact points on body parts such as wrists, forearms, or backs of thighs avoided?
		Can the work be done using the larger muscles of the body?
		Are there sufficient rest breaks, in addition to scheduled rest breaks, to relieve stress from repetitive-motion tasks? (i.e. job rotation)
		Are tools, instruments, and machinery shaped, positioned, and handled so that tasks can be performed comfortably?
		Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body?
		Are lifts confined within the knuckle-to-shoulder zone?
		Is work arranged so that workers are not required to lift and carry heavy items?
		If workers have to push or pull objects using great amounts of force, are mechanical aids provided? (i.e. hand trucks or carts)





## 9 Employee Involvement in the Health & Safety Effort

**Directions:** The OSHA guidelines outline several factors that demonstrate effective employee involvement with the health and safety program. Assess your district by reviewing the items listed below. If any of the items listed below are marked "no", please contact SDAO Risk Management for assistance.

Yes	No	Assessment Statements
		The district holds safety committee or safety meetings monthly <a href="#">OAR 437-001-0765(1)</a>
		Employees have a way to communicate health and safety concerns or suggestions to the appropriate people <a href="#">OAR 437-001-0765(8)</a>
		Employees are encouraged or even rewarded for participating (e.g. identification of safety concerns, suggestions for improvement, and suggestions for improving policies)
		Employee expectations are clearly communicated to all employees through policies, coaching, and training
		Supervisors are given training on communication and supervisory skills (e.g. coaching, writing policies and expectations, and HR topics)
		All employees, regardless of position, are held accountable for following health and safety rules and are encouraged to assist other employees when deficiencies are noted <a href="#">OAR 437-001-0760(1)(b)</a>
		Health and safety goals are shared with all employees of the district

# Employee Involvement in the Health & Safety Effort

## BUILDING BLOCKS

The district should develop a clear, written policy describing how employees will be involved in all aspects of work that apply to all employees.

### **Policy Statement Examples:**

- Employees on the Safety Committee must make a good faith effort to attend committee meetings and make suggestions on any health and safety issues they identify or that are identified by other employees.

### **Core Beliefs** — the underlying principles of the district:

- Employees are encouraged to participate in site planning and pre-work safety meetings to discuss site conditions and known hazards.
- Employees are a vital resource for this organization. The district depends on the assistance and commitment of employees and community members alike. The goal is to achieve interactions between the district and the community which are mutually beneficial.

### **Operating Principles** — guidelines that describe how managers and employees should make decisions:

- Employees are responsible for following safe work practices and company rules, and for taking all reasonable steps to prevent accidents and injuries. Management will establish means of communication to solicit and receive comments, information, suggestions, and assistance from employees concerning safety and health issues.
- The district also expects vendors to, at a minimum, comply with its safety and health procedures.



## 10 Annual Evaluation of the Employer's Loss Prevention Activities Based on the Location's Current Needs

**Directions:** The OSHA guidelines outline several factors that demonstrate an effective evaluation of the loss prevention program. Assess your district by reviewing the items listed below. If any of the items listed below are marked "no", please contact SDAO Risk Management for assistance.

Yes	No	Assessment Statements
		The district uses the SDIS annual evaluation tool, or a similar form, to conduct annual assessments of the effectiveness of its health and safety program.
		The district documents the annual evaluation and maintains the records for at least 5 years

# Annual Evaluation of the Employer's Loss Prevention Activities Based on the Location's Current Needs

## BUILDING BLOCKS

The district's goal is to maintain an ongoing understanding of its health and safety status. One way to gain a clear understanding is by performing an evaluation of the workplace health and safety program which covers all employees, and all work sites.

**Procedures** — describe required steps employees must follow:

- The district will perform an annual evaluation of the health and safety program.
- The district uses the following SDAO evaluation form or an equivalent tool to document its evaluation efforts.

Date: \_\_\_\_\_ District: \_\_\_\_\_

Person(s) conducting the evaluation: \_\_\_\_\_

**1** Needs improvement

**2** No concerns, but could be improved

**3** Excellent

Performance Measure	Effectiveness	Ideas for Improvement
How effectively is the district implementing its written policy concerning management's commitment to health and safety?	1 2 3	
How effective is the district's health and safety accountability system for Management and Employees?	1 2 3	
How effective are the district's training practices and follow-up?	1 2 3	
How effectively is the district conducting hazard assessments and controlling identified hazards?	1 2 3	
How effectively is the district implementing its system for investigating all recordable occupational injuries and illnesses, including formulating written findings and taking corrective action?	1 2 3	
How effective is the district's system for evaluating, obtaining, and maintaining Personal Protective Equipment?	1 2 3	
How effectively is the district using on-site routine industrial hygiene and safety evaluations to detect physical and chemical hazards?	1 2 3	
How well is it implementing engineering or administrative controls when physical and chemical hazards are identified?	1 2 3	
How effectively is the district evaluating workplace design, layout, and operation?	1 2 3	
How well is the district addressing any identified concerns through measures including assistance with job site modifications?	1 2 3	
How effectively is the district engaging its employees in the overall health and safety effort?	1 2 3	
Has the district utilized SDIS risk management services in the past year?	Yes / No	

Note: Ideas for improvement should be given for all areas where effectiveness has been rated at "1." Evaluators should also strive to give ideas for improvement for all areas where effectiveness has been rated at "2." These ideas for improvement should be discussed with management safety and health leadership.

Date: \_\_\_\_\_ District: \_\_\_\_\_

Person(s) conducting the evaluation: \_\_\_\_\_

Comments



## **11** The Group Shall Maintain Records Which Document the Assistance Provided to Each Member of the Group

SDAO will maintain appropriate records for compliance at the Salem and Tigard offices. You can contact the Director of Risk Management at **800-285-5461** or [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com) for questions about the records.

These records may include copies of the district's loss prevention program, private health and safety consultative reports, copies of the self-insured annual evaluation, copies of 801 or 827 forms, and requests for assistance from the district contacts.

## SDIS W/C Members Sample District Loss Control Program (LCP)

**Directions:** The OSHA guidelines require the district to implement a written Loss Control Program. Following are two examples of comprehensive LCP's that can be used as building blocks for your district's written program.

**TANGENT RURAL FIRE PROTECTION DISTRICT**  
**STANDARD OPERATING POLICIES AND PROCEDURES**  
**ENVIRONMENTAL/HEALTH/SAFETY—ACCIDENT PREVENTION & SAFETY**  
**NUMBER 4.1**

ORIGINATED AND APPROVED: 9/10/10

LAST REVISED DATE: \_\_\_\_\_

SUBJECT: ACCIDENT PREVENTION AND SAFETY

PURPOSE: To establish procedures for providing a safe working environment supported by a workforce that is trained and conditioned to use safe work practices, while also assuring that public safety is a leading priority in the delivery of emergency and administrative services.

POLICY: The Accident Prevention and Safety Program is intended not only to comply with OR—OSHA regulations, but also to ensure that safety is the foremost consideration in all prescribed activities.

AUTHORITY/RESPONSIBILITY: Each employee is expected to report job-related injuries or illnesses immediately. The District Health & Safety Officer is responsible for the oversight of safety education and training. The Chief is responsible for ensuring management involvement and effective administration of a safe working environment.

I. GENERAL GUIDELINES:

- A. The District is committed to providing a safe and healthy working environment for its members by complying with all federal and state occupational health and safety laws; to this end, the District will develop the best feasible operations, procedures, technologies, and policies conducive to such an environment.
- B. The District Health & Safety Officer is charged with minimizing exposure of any employee, visitor, or other recipient of district services to undue health or safety risks. To this extent, every District employee is expected to diligently work towards the maintenance of safe working conditions, adhere to proper operating practices and procedures designed to prevent injury and illness, and conscientiously observe all safety regulations.

- II. SAFETY PROGRAM: The District's comprehensive safety program consists of the following:
- A. Safety Management: The District's safety program requires support from upper management in order to be effective. The Board of Directors, Fire Chief, and all top management recognize and support the need to provide a safe environment for employees and members of the community utilizing facilities, services, and equipment of the organization. The District will take prompt action to correct any unsafe condition brought to its attention.
  - B. Safety Supervision with Accountability: Each supervisor must be routinely aware of how each task and responsibility is affected by considerations for safety. Each supervisor must assume responsibility for the safe accomplishment of each job given to the supervisor and crew to perform.
  - C. Safety Education and Training: The District recognizes the value in providing education and training to employees as a method of preventing workplace injuries and accidents from taking place. The District Health & Safety Officer will oversee the safety training component of this program to ensure that all mandatory compliance training and other required employee training (e.g. HAZCOM, MSDS, etc.) takes place.
  - D. Employee Wellness & Fitness: The District also recognizes that a key element to accident and injury prevention is through a wellness program designed to promote employee health and well-being. The District's wellness & fitness program is outlined in Policy No. 4.3.
  - E. Fit-for-Duty Program: The District desires that all injured or otherwise incapacitated employees return to work as soon as possible and that they do so in a manner that is safe to them and their coworkers. The District's Fit for Duty program is described in Policy No. 4.6.
- III. DISTRICT HEALTH & SAFETY OFFICER: A District Health & Safety Officer will be appointed by the Fire Chief to assist the Chief in management of the District safety program as specified in District policy, OSHA regulations, and adopted NFPA guidelines. The Health & Safety Officer will report directly to the Fire Chief on safety and health matters. Other duties and responsibilities include, but are not limited to:
- A. Overseeing the direction and implementation of the District's safety program.

- B. Meeting with the Chief and Safety Committee members as needed to discuss needs and receive input for program improvement.
  - C. Coordinating and scheduling quarterly Facility Safety Inspections.
  - D. Reviewing all accident/injury reports to evaluate means by which accidents can be reduced.
  - E. Arranging safety-related compliance and prevention training for all employees in order to increase awareness and sensitivity to safety-related topics.
  - F. Maintaining all required safety postings and ensuring that all mandatory posters, OSHA 300 logs, etc., are posted on the District bulletin board.
  - G. Submitting recommendations for improving the safety program to the Safety committee and the Fire Chief as appropriate.
  - H. Circulating general safety information through meetings, electronic, and printed materials.
  - I. Maintaining authority to stop any unsafe practice or equipment and initiating any related investigation.
  - J. Providing input regarding purchasing decisions that may impact employee safety.
  - K. At emergency incidents, the (Incident) Safety Officer has the authority to alter, suspend, or terminate those activities that he/she judges to be unsafe or an imminent hazard to personnel (refer to current Emergency Rescue protocols).
- IV. THE SAFETY COMMITTEE: The Safety Committee functions in an advisory capacity to District Management to assist with: a) reducing and eliminating hazards prior to accidents or injuries; b) creating a safe workplace for District personnel; and c) providing a reporting network when safety hazards are discovered and reported.
- A. Duties:
    - 1. Review matters of safety in the District brought to its attention.
    - 2. Assist in conducting accident investigations as directed by the District Health & Safety Officer.

3. Recommend the selection and/or purchase of personal and safety equipment that may be required.
4. Conduct quarterly safety inspections (to comply with OR—OSHA requirements) of each facility and each piece of fire and medical apparatus to identify health and safety hazards and recommend any mitigation measures.
5. Make recommendations to the Health & Safety Officer on how to eliminate hazards and unsafe work practices in the workplace.
6. Establish procedures for the review of corrective action taken on the Committee's past recommendations and determining the reasons, if any, for no corrective action.
7. On a continual basis:
  - a. Provide input through review of draft policies and programs.
  - b. Evaluate the accountability system for workplace safety and health.
  - c. Evaluate responses to quarterly Safety Committee findings and recommendations.
  - d. Evaluate responses to employee safety-related issues.
  - e. Review accident and injury rates for the department and evaluate the effectiveness of steps being taken to reduce these rates.

B. Membership:

1. Membership of the Safety Committee shall be composed of three representatives: One (1) paid staff; one (1) firefighter-EMS person; and one (1) volunteer officer.
2. The employer representative shall be appointed by the Fire Chief; the two volunteer representatives shall be elected by their peers.
3. All representatives shall ultimately serve a two-year term, with the term of 50% of the volunteer representatives expiring after one year, so future terms will be staggered.
4. The Safety Committee Chairperson shall be elected by the committee members each July.

C. Meetings:

1. Meetings are generally scheduled the first Tuesday evening of each month.
2. A quorum for conducting committee meetings shall be two members.
3. An agenda will be prepared for each meeting to include (not all-inclusive): approval of previous meeting's minutes; review of responses from Fire Chief on Safety committee recommendations; review of current safety items from individuals and make recommendations; review personal injury reports, worker compensation reports, and firefighter exposure reports (Name, Social Security Number, and Date of Birth will be removed prior to review); review accident reports and investigations; review quarterly work site inspections; and set time and date for next meeting.
4. The Committee shall keep minutes of each meeting and forward those to all committee members, supervisors and management for posting.

V. ACCIDENT/INJURY REPORTING AND REVIEW:

- A. An employee must report any job-related injuries or illnesses immediately to his/her supervisor. Injured workers must fill out an Accident/Incident Report Form (Attachment A) and a Worker's Compensation Report form and submit them as soon as possible to the Health & Safety Officer. All injuries must be reported in a timely manner to avoid risk of claim denial.
- B. The District Safety Committee shall serve as the Accident/Injury Review Committee.
- C. The Safety Committee, acting as the Accident/Injury Review Committee, will:
  1. Review any accident within thirty (30) days after the accident occurs. Extenuating circumstances affecting the review deadline will be determined and adjusted by the district Health & Safety Officer.
  2. Read all reports and information pertinent to the accident.
  3. Hear testimony from persons involved and/or witnesses to the accident.
  4. Evaluate all pertinent information and data.
  5. Determine contributory factors.

6. Draw their conclusions from the reports, testimony of employees involved, witnesses, equipment or site investigations, or any other information deemed necessary or advantageous.
  7. Recommend changes in policies, training needs, procedures and/or equipment to prevent recurrence of the accident or future accidents of a similar nature.
  8. Submit a report to the Health & Safety Officer (this can be through documented minutes of the Safety Committee meeting) and the Fire Chief.
  9. Provide follow-up to involved parties as necessary.
- D. Duty Officer (e.g. Battalion Chiefs) Responsibilities: The Duty Officer is responsible for the reporting of all vehicular accidents involving individuals on their shift and/or under their supervision. Officers will review accident/injury reports submitted by immediately supervisors and forward them to the Health & Safety Officer.
- E. Employee Responsibilities: Each employee has an important function in the safety program and is expected to cooperate fully in measures taken for safety. Employees should realize that safety awareness is a continuing obligation to themselves, fellow employees, family, and the district. Employees are directed to:
1. Be alert to and report any unsafe conditions or practices immediately.
  2. Carry out each task, utilizing every reasonable precaution to protect himself/herself and others from injury, including the general public.
  3. Report any injuries incurred on the job immediately on the required forms. These forms will be completed and submitted on the shift during which they are experienced.
- VI. VIOLATIONS: Any violations of District safety rules, general policy of safety-related conduct, and/or state or federal law will be subject to corrective action as set forth in Policy No. 3.1.5.1.

APPROVED:

_____	<u>9/10/10</u>	_____
TRFPD Board Chair	Date	Fire Chief

# Loss Prevention Program

Article 2.05.150

New policy signed by CEO on 1/26/10

Revision Date (s)

12/14; 8/11; 3/15

Related policies: (Article Numbers) 3.15.20; 3.15.120; 3.15.200; 4.05.05; 4.05.20; 4.05.30; 4.05.50; 4.05.70; 4.05.140; 4.05.190; 4.05.220; 4.05.230; 4.05.240

Author/Position: Mike Jacobs, Risk Management Coordinator

## **Purpose**

This Loss Prevention Program will outline the District's loss prevention effort as defined in Oregon Administrative Rules (OAR) 437-001-1060.

## **Policy**

### **I. Program**

#### **A. Commitment**

Article 4.05.05 states:

*The Tualatin Valley Water District is committed to being a safe and healthy place in which to work. Safety is one of the District's five values (RISES – Reliability. Integrity. Stewardship. Excellence. Safety) and is incorporated in everything we do. Therefore, no job is so important and no service so urgent that we cannot take time to perform our work in a safe manner.*

*The District requires each employee to share this commitment. Compliance with State and Federal safety and health standards, as well as the District's safety policies, is mandatory and a condition of employment.*

To ensure proactive loss control efforts and continuous improvement of programs related to employee health and safety, the District has established a Risk Management Team which is responsible for developing, implementing, and monitoring a comprehensive District-wide safety program that adheres to all federal, state and local legal/regulatory requirements and regulations. This team is staffed by the Risk Management Coordinator and the Emergency, Risk, and Security Coordinator.

The District has also established a Safety and Health Committee that consists of both management and employee representatives. The committee meets at least monthly and as needed to assist in identifying hazards and unsafe work practices, accident prevention, and evaluation of the District's safety program. The committee produces minutes which are email to all employees and discussed in team meeting.

#### **B. Accountability**

As stated above, a commitment to safety and health and adherence to District safety policies is a condition of employment. Both general and specific responsibilities are outlined in Article 4.05.20. In addition, District safety policies and programs are written to ensure clear expectations are established. Employees that do not adhere to established responsibilities or policies will be disciplined based on Article 3.15.220.

Safety and Health expectations are also a part of each employee's annual performance review.

Article 2.05.150

# Loss Prevention Program

## Training & Follow up

The District's Risk Management Team and Safety and Health Committee will work with managers and supervisors to ensure employees receive all required safety training. Safety training will focus on hazard awareness, recognition and prevention. Employees will be trained on hazards specific to their job duties using various training methods.

Methods include, but are not limited to:

1. Classroom instruction
2. On-the-job training
3. Routine tailgate meetings, at least every two weeks for field crews and monthly for office
4. Email
5. Signs/postings

Employees will receive a safety orientation, outlined in Article 4.05.10, after hire and before beginning work. This orientation will be conducted by the Risk Management Coordinator. Supervisors will then coordinate department-specific training that covers processes used to ensure compliance with District safety policies/programs.

Employee training schedules will be developed and administered by the Risk Coordinator, Supervisors, and the Safety Committee. Training will be scheduled based on regulation, District program requirements, and current events.

Training will be performed by outside experts, the Risk Management Coordinator, Supervisors, Safety Committee members, and employees that have subject expertise.

All training will be documented and the Risk Management Coordinator and/or supervisors will maintain training records. All required training will be tracked by the Risk Management Coordinator and used to measure program effectiveness.

## II. Hazard Assessment & Control

The District has multiple programs in place to identify and control hazards. Employees are required to identify and report all hazardous conditions, equipment, and unsafe working conditions per Article 4.05.20. To encourage reporting, the Safety Committee recognizes employees who report hazards, near misses, or make safety improvement suggestions.

### A. Facilities

The Risk Management Coordinator, with assistance from the Safety Committee, conducts quarterly workplace inspections of the District's main office, mechanic's shop, and warehouse, aimed at identifying workplace hazards and making control recommendations.

1. Offsite facilities (i.e. pump and fluoride stations) that are not occupied are inspected during routine visits to the facilities by the Distribution Crew. The Risk Management Coordinator conducts periodic inspections of offsite facilities.

## Loss Prevention Program

2. All temporary extension cords are checked quarterly per Article 4.05.70.
3. All fire extinguishers are checked monthly by the Safety Committee and annually by a certified tester and built in fire systems are tested annually per Article 4.05.220.
4. The District's Building and Grounds Coordinator arranges for an annual fire marshal inspection of the District's main office facilities. Offsite facilities fire marshal inspections are coordinated by the Distribution Crew.
5. New facilities are evaluated in the design phase by engineering, safety, and operations staff in an effort to eliminate hazards through facility design.

### B. **Vehicle & Equipment**

Vehicle and equipment inspections are conducted routinely as follows:

1. Vehicles are inspected per Article 3.15.120.
2. Forklifts are inspected per Article 4.05.130.
3. Cranes are inspected per Article 4.05.50.
4. New vehicles and equipment noise levels are assessed per Article 4.05.40.

Any vehicle or equipment that is found to have defects in parts vital to its safe operation will be removed from service until necessary repairs are made. Repairs will be coordinated by the District's Fleet Coordinator.

### C. **Task Related Assessments**

District employees routinely perform task related hazard assessments. Work orders created in Cityworks (the District's maintenance management system) will include the requirement to complete a hazard assessment prior to starting work. While completing the assessment the following requirements will be considered:

1. Confined spaces are assessed, using a Confined Space Entry Form, and any actual or potential hazards are addressed before confined-space work begins per Article 4.05.90.
2. Permits are completed before any work begins on energized electrical equipment per Article 4.05.200.
3. Trench reports are completed for trenches four (4) or more feet deep per Article 4.05.120.
4. Underground utilities are located per Article 4.05.120.
5. Fall protection equipment is checked on an annual basis per Article 4.05.240.
6. Supervisors are responsible for conducting a work site/task analysis to assess the need for Personal Protective Equipment (PPE). Sources of hazards include, but are not limited to hazards from impact/motion, high/low temperature, chemicals, materials, falling objects, sharp objects, rolling or pinching objects, electrical hazards, and workplace layout per Article 4.05.30.
7. When potential respiratory hazards are identified; exposure is evaluated by a supervisor, the Risk Management Coordinator, and if necessary an industrial hygienist per article 4.05.140.

# Loss Prevention Program

8. Ergonomic assessments are conducted for employees who have office workstations upon assignment of station and at the request of the employee. These assessments are typically done by an outside ergonomist.
9. The Safety Committee will conduct specific assessments (i.e., lifting, ergonomic, etc.) based on need.
10. If a task exposes an employee to hazards that cannot be eliminated or controlled through engineering or administrative controls, the Supervisor and Risk Management Coordinator will identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure. Employees are encouraged to participate in the selection of PPE for feedback regarding the comfort, fit, and suitability of PPE being selected.
11. Supervisors and the Risk Management Coordinator will provide training to exposed employees prior to being assigned a hazardous task. Training will include: (a) when PPE is necessary; (b) what specific PPE is required; (c) how to properly don, doff, adjust, and wear PPE; (d) the limitation of the PPE; and (e) the proper care, maintenance, useful life, and disposal of PPE.

## D. **Employee Assessments**

Employees are routinely assessed, based on position, in the following areas:

1. All employees' driving records are continuously monitored per article 3.15.120.
2. Commercial Drivers and safety sensitive employees are randomly tested for drugs and alcohol per article 3.15.200.
3. Forklift operators are evaluated at least every 3 years per article 4.05.130.
4. Commercial Drivers are assessed annually per article 4.05.190.
5. All employees, except for those with office only positions, are required to pass a job-related physical before being hired per article 3.15.20. Employees being hired to positions considered heavy, based on evaluations conducted by a physical therapist, are required to pass a comprehensive physical-capacity test that is developed by the physical therapist to represent the position's physical demands.

## E. **Injuries & Illnesses**

In order to prevent recurrence, the District requires that all work-related injuries and illnesses are reported to the District's Risk Management Team (Risk Management Coordinator and Emergency, Risk, and Security Coordinator). All injuries will be investigated to determine cause and identify hazard mitigating actions. Employees will be notified of the findings and, if necessary, provided training and/or equipment to prevent recurrence.

Employees are also encouraged to report near-misses. A near-miss is an incident where no injury occurred, but under slightly different circumstances, could have involved an injury. These incidents provide an opportunity to mitigate a hazard prior to an injury occurring.

Procedures to be followed after a work-related injury occurs are outlined in the District's Injury Response Program (article 4.05.230).

## Loss Prevention Program

The Risk Management Coordinator shall maintain records of all reported injuries, and near misses. The Risk Management Coordinator shall also maintain the District's 300 logs per Oregon-Occupational Safety and Health Administration (OR-OSHA) requirements.

The Risk Management Coordinator shall post the District's 300A Summary annually in both break rooms.

### F. **Program Evaluation**

The Risk Management Coordinator will review the District's Safety Manual as well as this Loss Prevention Program as needed so that each represents current regulatory requirements and District Practices. If it is determined that a program needs updating, the Risk Management Coordinator will work with the District's Safety Committee and other affected staff to make the appropriate updates. Once a program has been updated, it shall be reviewed and approved by the District's Chief Executive Officer and Management Staff.

The Risk Management Coordinator shall also develop indicators that reflect the District's safety performance. These indicators shall be used by the Risk Management Coordinator, Safety Committee, and Management to determine overall program effectiveness.

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