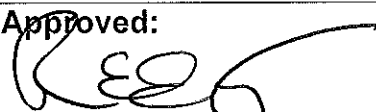




# OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

## Human Resources Division

<b>Title:</b>	<b>Safe Employment/Workplace</b>	<b>HR_480_01</b>
<b>Supersedes:</b>	HR_480_01, dated September 1, 2004	
<b>Applicability:</b>	All employees, volunteers, and contractor service providers	
<b>Reference:</b>	ORS 654.001-991; OAR 437-01-760	
<b>Effective Date:</b>	November 1, 2011	<b>Approved:</b> 

### I. PURPOSE

To reasonably ensure a safe and healthful work place at all ODFW Facilities.

### II. POLICY

The Department of Fish and Wildlife shall maintain an active and flexible injury and illness prevention program to foster a work culture that recognizes safety as an integral work value.

#### A. Management and Supervisors Shall:

1. Set a positive tone for safety, provide safe work guidelines, and enforce safe work performance by employees.
2. Establish safety performance measures.
3. Attend and successfully complete all safety and health training required by ODFW and local safety needs.
4. Ensure that all new employees successfully complete the Safety and Health Orientation (see Attachment A).
5. Provide information and training to employees regarding known hazards in their local workplace and preventative measures available to them to ensure their safety.
6. Annually recognize achievements of safety goals and safe performance.
7. Identify a Station Safety Officer and Safety Committee, if the location requires one.
8. Perform a job hazard analysis of tasks and processes at their location when the employee is exposed to physical, chemical and environmental hazards. The identified hazards will be communicated to the employee and steps to negate those hazards will be taken by engineering them out, and/or implementing administrative controls and/or designating required Personal Protection Equipment (PPE).
9. Provide appropriate personal protective equipment (PPE) and train employees regarding the safe use of such PPE initially and as needed.

10. Provide training to employees on how to clean and properly maintain PPE.
11. Ensure that employees wear clothing and footwear appropriate for the task(s) being performed.
12. Routinely inspect, assess and identify health or safety hazards in the work environment. Immediately replace, repair or remedy all defective equipment, unsafe conditions, and compromised safety systems, or shut down/stop the operation of that equipment or process until repairs are made.
13. Provide safety training initially and then review per OR-OSHA timelines or as necessary for employees for safe work performance.
14. Be held accountable for the safety and health performance of their employees and facility.
15. Be held accountable for appropriate management of their on-the-job injured employees.
16. Actively participate with the department Safety and Health Manager, the assigned Human Resource Analyst and SAIF in Early-Return-To-Work (ERTW) planning and implementation for employees injured on-the-job.
17. Investigate all accidents, injuries, illnesses, or near-miss incidents to determine the root cause, prevent recurrence and implement means of prevention.
  - a. All facts and findings shall be documented using Injured Worker Investigation Packet (see HR Policy 480\_05, Incident Analysis and Reporting).
  - b. Completed forms shall be forwarded to the department Safety and Health Manager, Station Safety Officer and/or local Safety Committee for review.
18. Not allow anyone to work whose ability to work is impaired by alcohol, drugs, or medication.
19. Notify the department Safety and Health Manager, immediately or no later than 24 hours after an Incident resulting in, injury or illness requiring more than first aid. If the employee is taken to a hospital or other emergency service provider for emergency treatment, the department Safety and Health Manager shall be notified immediately.
20. Designate an ODFW management service employee to act as a point of contact for their employees and for the department Safety and Health Manager, and communicate that designation to all appropriate parties, in the event that an employee suffers an injury or illness while the ODFW supervisor is in the field or on vacation for extended periods.

B. All Employees Shall:

1. Be familiar with and follow all applicable health and safety rules and/or policies.

2. Perform assigned tasks and duties in a safe manner in compliance with safety rules that does not put themselves, co-workers, or members of the public at risk of injury or harm. This includes refraining from horseplay, practical jokes, or any other activity which might put one at risk of injury or harm.
3. Shall not bypass safety procedures in performing tasks or processes that could put themselves, co-workers, or members of the public at risk of injury or harm
4. Attend and successfully complete all required safety training mandated by their position description, work location(s), and supervisor.
5. Always use all personal protective equipment (PPE) and safeguards provided for their protection when doing tasks or processes requiring PPE use.
6. Keep PPE clean and maintained ready for use.
7. Wear clothing and footwear appropriate to the task(s) being performed.
8. Not use defective tools, equipment missing proper safe guards or compromised safety systems until repairs are made.
9. Not remove or deface any warning, danger, or specification sign(s).
10. Stop all machinery or moving parts and properly lockout and/or tagout equipment before maintenance or adjustments are made (see HR Policy 480\_10 Control of Hazardous Energy—Lockout/Tagout).
11. Not use their hands or any portion of their bodies to reach between moving parts, removing jams, or to stop or slow down moving equipment.
12. Take immediate action to correct any unsafe situations or equipment if able and to report it immediately to their supervisor.
13. Correct a hazard before leaving a job or arrange to give warning of any condition that might result in injury to others unfamiliar with existing conditions.
14. Report to the supervisor immediately or before the end of the shift any incident, or near-miss that did or could of resulted in an injury or illness that resulted from employment.
15. Seek first aid or medical treatment for injuries/illnesses as needed.
16. Complete a Preliminary Incident and Near-Miss Analysis form with your supervisor for any work-related, incident, or near miss no later than 24 hours (see HR Policy 480\_05 Incident Analysis and Reporting).
17. Complete the Injured Worker Packet if an on-the-job injury or illness results in a compensable Workers' Compensation Claim (see HR Policy 480\_06, Management of Injured Workers).
18. Cooperate in the investigation of a work-related incident resulting in an injury, illness, or near miss.

19. Participate in and cooperate with HR Policy 480\_06, Management of Injured Workers.

Attachment A Safety and Health Orientation for New Employees

Attachment B OSHA Training Requirements at a Glance