

## Policy

<b>Policy Title:</b>	Safety and Risk Management Roles and Responsibilities				
<b>Policy Number:</b>	DHS-080-006	<b>Version:</b>	1.0	<b>Effective Date:</b>	10/02/2003

DHS Chief Administrative Officer

10/02/2003

Approved By: (Authorized Signer Name)

Date Approved

## Overview

### Description:

This policy describes the roles and responsibilities of employees and employee groups within DHS to implement safe work practices and risk control measures.

### Purpose/Rationale:

A work environment that integrates safe work practices and risk control measures into all of their functions is able to provide improved services to its customers and a healthier and safer environment for its employees. In such an environment, individuals anticipate outcomes that may cause injury, property loss, or expose themselves to liability. Identifying potential losses gives the department the opportunity to implement appropriate measures.

### Applicability:

All DHS employees and volunteers.

### Failure to Comply:

Failure to implement safe work practices and risk control measures may result in unintended injuries, decrease work quality and productivity and increase the department's operating costs.

## Policy

### 1. Roles & Responsibilities

- a. **Director and Cabinet** - Approve loss control strategies affecting multiple clusters or requiring non-routine expenditures. Serve as a role model for safe behaviors. Provide leadership to staff in the area of safety and risk management. In department-wide communications and through individual interaction, promote safety values and effective risk management as integral to doing business.
- b. **Executive staff** - Lead and support managers and supervisors in the implementation of measures to maintain a safe work environment. Serve as a role model for safe behaviors. Implement effective control measures and timely responses to incidents in accordance with applicable rules and procedures and hold managers accountable for the same.
- c. **Managers/Supervisors** - Identify potential losses and effective control measures. Report losses promptly and accurately through correct channels. Serve as a role model and train employees in safe work practices and the effective control of incidents in the workplace. Provide support for safety committees and involve committees and

employees in resolution of safety issues. Communicate expectation that employees immediately report unsafe conditions and injuries and perform their jobs in a safe manner, taking corrective action when within their control.

- d. **All employees** - Follow safe work practices and procedures. Take appropriate action to report and, when able, to correct identified unsafe conditions or practices. Report any job related injury or illness before the end of the work shift. Participate in improving workplace safety by giving feedback, ideas, or serving on safety, or related, committees.
- e. **Safety Committees** - Bring workers and management together in a cooperative effort to share in identifying exposures, recommending effective control measures and promoting safe work practices.
- f. **Safety and Health Services** - Establish policy and direction for the department. Provide services for clusters (excluding SOCP and institutions), which include evaluating effectiveness of programs and developing strategies to address exposures. Provide workers' compensation management and safety and risk consulting.
- g. **Institution Safety Offices** - Provide direction and coordination of institutional safety and health programs in order to reduce losses and comply with safety and environmental regulations. Provide workers' compensation management and safety consulting.

**Risk Coordinators** - Serve as liaison between Risk Management Division and clusters or program areas/institutions on issues related to state property losses and general and property liability.

#### Procedure(s) that apply:

None

#### Form(s) that apply:

None

#### Definition(s):

None

#### Reference(s):

[437-001-0760 \(OSHA\) Rules for all Workplaces](#)

[437-001-0765 \(OSHA\) Rules for Workplace Safety Committees](#)

[DHS-080-007, DHS Safety Committees Policy](#)

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#### Policy History:

- **Version 1.0:**

- 01/01/2003 Initial Release. Supersedes DHR Policy 50.200.09A released 7/1/1996.

#### Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)