

Operational Policy

Policy title:	Safety Committees in the Workplace		
Policy number:	DHS OHA-080-007		
Original date:	03/03/2004 (DHS only)	Last update:	02/19/2016 (Joint DHS OHA)
Approved:	Jim Scherzinger DHS, COO Mark Fairbanks OHA CFO		

Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to protecting the safety, health and well-being of their employees and providing a safe working environment. This policy provides guidance for all DHS and OHA locations regarding establishing and administering a safety committee.

Description

Use of this policy, guidelines and forms will bring staff and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace and to assist with making continuous improvements to the safety and health programs for each office.

Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, trainees and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. DHS and OHA shall ensure that all employees have access to a safety committee at their worksite.
2. Safety committees shall:
 - a. Comply with governing standards for safety committees in the workplace.
 - b. Include management and employee representatives for the respective worksite.
 - c. Identify hazards and unsafe work practices.
 - d. Evaluate the accident and illness prevention program.
 - e. Advise management on workplace safety and health issues, including business-related activities that occur at off-site locations.
 - f. Provide recommendations to management team of improvements to workplace safety and corrective actions for unsafe conditions.

- g. Meet monthly. Exceptions to monthly meetings shall be discussed with the Safety, Health and Wellness Unit before implementation.
- h. Provide employee access to information related to the committee's activities.
- 3. All DHS|OHA employees shall participate in safety and health program activities including:
 - a. Conducting work in compliance with all safety and health rules, means and methods that are necessary to safely accomplish all work.
 - b. Reporting all hazards, unsafe work practices and accidents immediately to supervisors or a safety committee representative.
 - c. Reporting all injuries, accidents or near misses to a member of management.
 - d. Adhering to all safety and health policies, procedures and regulations.
 - e. Wearing required personal protective equipment when required by job duties.
 - f. Supporting and participating in approved safety activities.
- 4. All DHS|OHA employees shall not:
 - a. Engage in horseplay, scuffling, or any other activity of a similar nature.
 - b. Remove, displace, damage, destroy or carry off any safety device, guard, notice or warning provided for use in the workplace.
- 5. Managers:
 - a. Are accountable for prevention of workplace incidents, injuries and illnesses.
 - b. Ensure compliance with applicable federal and state statutes, administrative rules and state and agency policies for safety committees in the workplace.
 - c. Provide top-level support for safety program initiatives.
 - d. Be proactive about workplace safety and health hazards.
 - e. Regularly review safety and health policies and programs.
 - f. Ensure safety committee members receive training in committee duties and functions, accident investigation and hazard recognition.
 - g. Give serious consideration to the documents and recommendations submitted by the safety committee.
 - h. Respond in a timely manner, in writing, to reports from the safety committee.
 - i. Develop implementation strategy to ensure reported items are addressed, including follow up to safety committee concerns.
 - j. Review all accidents or incidents for corrective action and ensure proper trend analysis documentation is submitted to safety committee for review.

References

[Safety Committees in the Workplace Guidelines](#)
[Oregon OSHA Safety Committees and Safety Meetings](#)
[DHS|OHA Managing workplace safety and health](#)

Forms referenced

[DHS-0056 Safety Committee Recommendation to Management](#)
[Safety Committee Trend Analysis Worksheet](#)

Contact

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Policy history

Version 1 DHS-080-007 established 03/03/2004

Replaced by joint policy

Version 1 DHS|OHA established DATE replacing Version 3 (2013)

Keywords

Accident, illness, prevention, Safety Committee, workplace safety

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