

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 8: Safety, Security, Emergency Management **POLICY: 8.029**

SUBJECT: **Distribution of Funds for Safety-Related
Projects**

POINT PERSON: **ROBERT COX
SAFETY MANAGER**

APPROVED: **GREGORY P. ROBERTS
SUPERINTENDENT**



DATE: **JANUARY 4, 2012**

I. **POLICY**

It is the policy of Oregon State Hospital Safety Program to strive continuously to improve the safety of the workplace and to attempt to minimize staff injuries by investing the reimbursements received from the State Accident Insurance Fund's (SAIF) Employer Wage Reimbursement Program in projects that directly improve the safety of staff in the workplace.

This program is not to be used as a budgetary supplement, but as a means to address safety issues not addressed in the regular budget. Each grant request is independent of all past or future requests, and shall be evaluated on its merit at the time of request.

II. **PROCEDURES**

The following procedures shall be used to allocate available funds for safety improvement projects:

- A. The Safety Office shall report to the Environment of Care Committee (EOC) the amount of wage reimbursements received from SAIF. These reports shall be given no less than monthly at EOC meetings.
- B. When funds are available, grants for safety improvement projects shall be accepted for review.
- C. Applications must be submitted on the official form and must comply with the guidelines prescribed by the EOC. Project applications shall be reviewed at EOC meetings as they are received. Projects recommended

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for approval shall be prioritized and forwarded to the Superintendent's Cabinet for recommendation to the Superintendent.

- D. Each proposal must define the nature and extent of the improvement needed, how the proposal would help improve or eliminate a workplace safety problem, and what the expected impact would be on staff injuries. All proposals must also include an evaluation component to determine the impact of the project on staff injuries following implementation.
- E. The Safety Office shall manage and monitor this program as well as facilitate vote approval on grant requests.

Replaces Oregon State Hospital Policy and Procedure 8.029, *Distribution of Funds for Safety Related Projects*, dated 4/18/2006.