

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

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

**POLICY: 8.009**

**SUBJECT:** Safety Policy

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**POINT PERSON:** ROBERT COX  
SAFETY MANAGER

**APPROVED:** GREGORY P. ROBERTS  
SUPERINTENDENT



**DATE:** JANUARY 18, 2012

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### I. POLICY

Oregon State Hospital (OSH) shall provide and maintain a safe and healthy environment for all employees, patients, visitors, and contractors while providing optimal productivity and quality of patient care.

### II. PROCEDURES

#### Responsibility

#### A. Employee

1. It is the responsibility of each employee and a part of every job function to work in a safe manner, follow all safety policies and procedures, and either eliminate or report any safety hazards, practices, or unsafe conditions.
2. All OSH employees, volunteers, and interns shall be evaluated on performance of safety responsibilities as described in this policy.
3. All OSH employees have an obligation to be constantly aware of conditions that may cause accidents and injuries. Every employee must take necessary action to correct unsafe conditions immediately. Unsafe conditions must be reported to a supervisor immediately.
4. Oregon State Hospital employees are the most important element in the prevention of fires, accidents, and injuries. Each employee is responsible for performing his/her job safely while maintaining a safe work environment and reporting all health and safety issues immediately.

**B. Program/Department Director**

1. Provide resources and support necessary to meet program and OSH safety goals.

**C. Supervising Manager**

1. Provide needed tools and training to ensure a safe work environment.
2. Establish and communicate objectives in order to carry out program/department safety goals.
3. Review all incident and accident reports, ensuring adequacy of supervisor's investigation and that appropriate corrective action has resulted.
4. Provide support to supervisors in maintaining a safe work environment and to staff participating on Local and Central Safety Committees.

**D. Immediate Supervisor**

Each supervisor is responsible for the promotion of safe work practices and prevention of accidents and injuries within the work group. This responsibility includes:

1. Documentation of employee safety training specific to their work environment.
2. Instruction of work hazards related to the employee's job shall be provided at shift exchange for all employees at the beginning of their first shift.
3. Maintenance of safe working conditions.
4. Instructing each employee on his or her responsibility for following safe work practices and reporting incidents.
5. Ensure completion of the Employee Accident Report form for all accidents and injuries, and the SAIF 801 form for injuries requiring medical attention. Ensure the employee is given an injured worker's packet.

6. Follow OSH Policy and Procedure 5.011, Return to Work of Employees Injured on the Job, "Supervisor Responsibility," and OSH Policy and Procedure 5.012, Reporting of Injuries and Illnesses. when an employee is injured.
7. Conduct accident investigations to determine cause(s) and take corrective action, as needed or required.
8. Provide support and guidance to the employee who has been injured, such as arranging for crisis counseling, when necessary.
9. Provide for support of Local Safety Committee activities and staff representation on Central Safety Committee.

**E. Safety Office**

1. Provide direction and coordination of OSH safety, worker's compensation and safety program in order to reduce losses and ensure compliance with regulations and Joint Commission standards, and safety initiatives.
2. Provide safety technical and management advice to program management.
3. Maintain central recordkeeping and all documentation relating to safety, life safety, and worker's compensation.
4. Serve as liaison with SAIF Corporation and regulatory agencies, such as OR-OSHA, the State Fire Marshal, and City of Salem Fire Department.

**F. Safety Committees**

1. Each Safety Committee shall establish yearly safety goals. Annually, the safety goals shall be evaluated and a report submitted to the Central Safety Committee and the Standards and Compliance Department.
2. See OSH Policy and Procedure 8.011, Safety Committee, for Central and Local Committee responsibilities.

**III. REFERENCES**

"Occupational Accident and Fire Prevention Program for Oregon State Agencies," as issued by the Office of the Governor

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**DATE: January 18, 2012**

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National Fire Prevention Association, Life Safety Code 101  
Occupational Safety and Health Code, ORS 654 and OAR 437  
Joint Commission Standards  
OSH Policy and Procedure 5.011, Return to Work of Employees Injured on the Job  
OSH Policy and Procedure 5.012, Reporting of Injuries and Illnesses  
OSH Policy and Procedure 8.011, Safety Committee

Replaces Oregon State Hospital Policy and Procedure 8.009, *Safety Policy*, dated 11/14/2006.