

# **SAFETY POLICY**

## **Introduction**

Safety and injury prevention is a prime concern of UMCHS, Inc. For this reason, an injury prevention program and a safety committee have been developed. Each employee has a responsibility to participate in the program, to use safe practices, and thus reduce the chances of occupational illnesses and injuries.

### **1. SAFETY RESPONSIBILITY**

#### **a. Employee Safety Responsibility**

As an employee of UMCHS, Inc., you are covered under the Oregon Safe Employment Act. This law specifically requires that you comply with all safety and health standards which apply to your own actions on the job. Therefore, for your own benefit and for the benefit of co-workers and others, you, the employee must:

- i. Read the Department of Labor poster posted on the Employee Bulletin Board.
- ii. Follow all safety and health rules and wear or use all prescribed protective gear and equipment. You are expected to comply with all internal safety and health rules issued. (See General Safety Rules)
- iii. Report job-related injuries or illnesses to your supervisor and seek treatment promptly. Necessary forms are available through your supervisor. (See Incident Report Policy)
- iv. Cooperate with the various health and safety inspectors as they inspect your job site. Exercise your rights under the Oregon Safe Employment Act in a responsible manner.

#### **b. Management Safety Responsibility**

The Board of Directors, through the Executive Director, has the foremost responsibility in providing a safe working environment. This responsibility and authority covers all aspects of the agency's operational tasks and safety procedures. The most important responsibility of supervisors and managers in pursuing an effective safety program is the development of a positive safety attitude on the part of all workers and staff within UMCHS, Inc.

**c. Supervisors' Safety Responsibility**

Supervisors have the responsibility to make sure that safety is a part of each employee's job duties. The supervisors are required to furnish employees with information that ensures injuries will not occur.

**d. New Employee (or Volunteer) Orientation and Safety Training**

UMCHS has an obligation to prepare a new employee for the hazards that may be involved in the new job. Employees will be instructed in methods used to perform the job safely and effectively. All employees will be advised of the use of personal protective equipment, emergency procedures, first aid kit locations, and injury reporting procedures. Employees are asked not to attempt to do tasks requiring use of equipment with which they are unfamiliar or have not had training.

Specific instruction will be offered for the use of new hazardous or unfamiliar equipment in order to lessen the likelihood of injury.

**2. INJURY AND LOSS PREVENTION PROGRAM**

The law requires every employer to maintain an ongoing injury prevention program. This program will be implemented through the use of:

**a. Employee Education Training**

Training sessions will be conducted to enhance employee awareness and knowledge of safe practices and use of technical equipment and procedures. As new methods are introduced, employees will be trained. This is to ensure that all employees have up-to-date knowledge regarding the equipment, materials, and methods related to their responsibilities, thus reducing the likelihood of injuries.

**b. Self Inspection**

UMCHS, Inc. will conduct periodic inspections of the premises. Through this procedure, all hazards can be reported and corrected. You as an employee, must be aware of your working environment and report any hazardous condition immediately. Inspection will be done on a regular, periodic basis by the designated person at each center.

**c. Injury Investigation**

Each injury involves a sequence of contributing causes. By evaluating and eliminating the causes, injuries can be prevented. Injury investigation is carried out by supervisors and safety committee members in order to discover and remove causes of injuries.

**d. Fire Safety Inspections**

Fire protection equipment will be inspected regularly by both assigned personnel and the local fire inspector. This type of inspection is required by insurance agreements.

**e. Emergency Procedures**

UMCHS has established procedures to follow in the event of an emergency within a program or department that necessitates total or partial closure, threatens the safety and well-being of employees and/or clients, or interferes with the normal operation of the agency. (See the Policies and Procedures Manual)

**3. WORKER'S COMPENSATION**

Industrial insurance is provided at only a small cost to you. Half of the worker's compensation fund contribution is deducted from your paycheck at the rate of a few cents a day. UMCHS, Inc. pays the other half. In addition, UMCHS, Inc. pays quarterly premiums to the State Accident Insurance Fund (SAIF), based upon each employee's salary.

**A. On the Job Injury -Time Loss**

When an employee is injured and incurs time loss, SAIF will reimburse the workers wages after a three day waiting period has been established. Once this waiting period has been established, sick leave will no longer be available during the period an employee is off work.