



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b>	<b>Safe Employment/Workplace</b>	<b>DOC Policy: 20.6.4</b>
<b>Effective:</b>	<b>12/07/20</b>	<b>Supersedes: 05/01/02</b>
<b>Applicability:</b>	<b>All DOC Employees</b>	
<b>Directives Cross- Reference:</b>	<b>ORS, 654.001-991, OAR 437-01-760</b>	

**I. PURPOSE**

To reasonably assure the provision for a safe and healthful place of employment for Department of Corrections personnel.

**II. POLICY**

To ensure a safe and healthful work environment the department shall maintain an active and flexible safety program to foster a work culture that recognizes safety as an integral work value.

A. Management and supervisors shall:

1. Set the tone for safety, provide the guidelines, and enforce safe work performance by employees.
2. Establish safety performance measures.
3. Attend and successfully complete all required safety training.
4. Annually recognize achievements of safety goals and safe performance.
5. Provide appropriate personal protective equipment (PPE) as needed.
6. Routinely inspect, assess and identify health or safety hazards in the work environment. All defective equipment or unsafe conditions shall be replaced, repaired or remedied promptly.
7. Provide information and training to employees regarding known hazards in the workplace and preventative measures available to ensure their safety.
8. Be held accountable for safety performance and appropriate management of their on-the-job injured employees.

9. Provide safety training annually or as necessary for employees for safe work performance.
10. Actively participate in Early-Return-To-Work (ERTW) planning and implementation for employees injured on-the-job.
11. Investigate accidents, injuries, illnesses, or near-miss incidents to determine cause, prevent recurrence and implement means of prevention. All facts and findings shall be documented using Workday Safety Incident reporting, in the supervisor's investigation section of the Workday Safety worklet. Forms will be completed in Workday and sent to the safety liaison and safety committee for review.
12. Establish an active working safety committee.
13. Not allow anyone to work whose ability to work is impaired by alcohol, drugs, or medication.
14. Notify the safety liaison and the assigned HR Workers Compensation Coordinator immediately and/or no later than 24 hours after an accident, injury or illness requiring more than first aid. If the employee is taken to a hospital or other emergency service provider for emergency treatment, the safety liaison and assigned HR Workers Compensation Coordinator shall be notified immediately.

B. All employees shall:

1. Be familiar with and comply with all applicable health and safety rules and policies.
2. Perform assigned tasks and duties in a safe manner in compliance with safety rules that do not put themselves, co-workers, adults in custody, or members of the public at risk of injury or harm. This includes refraining from horseplay, scuffling (except as necessary to perform duties related to supervision and control of adults in custody), practical jokes, or other activity which might put one at risk of injury or harm.
3. Attend and successfully complete all required safety training.
4. Use all PPE and safeguards provided for their protection.
5. Not use defective tools or equipment missing proper safe guards.
6. Not remove or deface any warning, danger, or specification sign(s).
7. Stop all machinery or moving parts and properly lock-out and/or tag-out equipment before maintenance or adjustments are made.

8. Not use their hands or any portion of their bodies to reach between moving parts, removing jams or to stop or slow down moving equipment.
9. Take immediate action to correct any unsafe situations or equipment and to report it immediately to their supervisor.
10. Correct before leaving a job or arrange to give warning of any condition that might result in injury to others unfamiliar with existing conditions.
11. Report immediately or before the end of the shift, to the supervisor, any accident, injury, illness, or near miss accident that resulted from your employment.
12. Seek first aid or medical treatment for injuries or illnesses as needed.
13. Complete a Workday Safety Incident report for all incidents, near-miss, injury, or illnesses. This form is found in Workday Safety worklet.
14. Complete a SAIF 801 claim form, if you wish to file for workers' compensation for an on-the-job injury. This form is found in the Workday Safety worklet.
15. Cooperate in the investigation of a work-related accident, injury, illness, or near miss.
16. Participate in and cooperate with DOC Policy 20.5.17, Management of Injured Workers.

### **III. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

Certification: signature on file \_\_\_\_\_  
Michelle Mooney, Rules Coordinator

Approved: signature on file \_\_\_\_\_  
Heidi Steward, Deputy Director