

# Linfield College Injury and Illness Prevention Plan

## Purpose

The primary objective is a safety and health program that will eliminate injuries and illnesses.  The safety and health program will:

1. Strive to achieve the goal of zero accidents and injuries
2. Conduct a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply with local, state, and federal codes.  Inspections will be conducted by Supervisors, the Environmental/Safety Director, the Safety Committee, and by outside agencies, as required
3. Train personnel in good safety and health practices, including job specific training, as necessary
4. Provide necessary personal protective equipment, together with the training in its use, to enhance the mechanical and physical safety of the workplace
5. Develop and enforce safety and health rules, requiring that all affected personnel cooperate with these rules as a condition of employment
6. Investigate promptly and thoroughly occupational accidents to determine the cause and acting to prevent a reoccurrence

## Scope

All members of the college community are governed by this policy**.**

## Responsibilities

The responsibilities for safety and health are shared by all members of the community.

The college accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

### Risk Management and Environmental Health and Safety (RM/EHS) Responsibilities

The Environmental Health and Safety Director is responsible for guiding the college's environmental, health, and safety policy. The Department will serve as liaison to all appropriate off-campus agencies and jurisdictions. Communicating safety information will be accomplished by publishing and posting safety information, serving on the safety committee and providing proactive responses to inquiries. The EHS Director will serve as a safety technical resource and:

1. Provide assistance in the identification and mitigation of environmental, health and safety hazards that could adversely affect the college community and damage or destroy College property.
2. Oversee compliance with local, state and federal regulatory requirements for environmental, health and safety issues.
3. Establish environmental, health and safety practices, procedures and management system to protect the College Community to the greatest degree possible while supporting the educational mission of the institution.
4. Provide appropriate education and training for the College Community in environmental, health and safety regulations, safe practices and procedures and hazard identification/elimination.
5. Provide a strong safety and loss prevention system, to include injury and hazard elimination.

### Supervisors Responsibilities

The supervisors of work areas have been delegated a great deal of responsibility for the safety and health program.  A supervisor may be a department head, director, manager, administrator, or any other faculty or staff member who is in charge of one or more employees, including student employees.  As representatives of the administration, they are delegated responsibility for carrying out the following objectives.  The acceptance of these duties, devotion to this task, and the safety attitude of supervisors will determine the success of the Linfield College safety program.

Supervisors are expected to:

1. Assess hazards for work that they supervise
2. Assume the responsibility for employee safety
3. Enforce safety rules
4. Counsel and train employees in safe work practices
5. Conduct frequent safety inspections
6. Investigate and properly report all accidents in detail
7. See that injured employees receive prompt medical attention
8. Respond to employees' concerns for safety in a positive manner and
9. Contribute safety ideas to Environmental Health and Safety

### Employee Responsibilities

The active interest and cooperation of each employee is vital to the success of the Linfield College safety and health program.  Therefore, safety is the responsibility of each individual.  Employees are urged to make safe performance an essential element of every task.

Every employee is expected to:

1. Observe all safety and health rules and procedures
2. Report unsafe conditions and practices to the supervisor as soon as possible
3. Conduct work activities in a manner that will not endanger other people
4. Set an example for new employees
5. Undertake only those jobs you are authorized to do and that you understand
6. Make safety suggestions
7. Report all injuries to your supervisor immediately
8. Wear personal protective equipment as needed
9. Cooperate fully with supervisors in conducting investigations
10. Participate in early return to work programs following injury

## Reporting of Incidents

Employees should report all injuries or near miss incidents to their supervisors as soon as possible and always within twenty-four hours. They do so by completing an Incident Notification form. This form is available on the HR webpage, in HR, in EHS, and on the EHS webpage. It is also available from CPS or Facilities. If safety hazards exist, then they should be reported to CPS or Facilities so that no one else can be injured.

The Supervisor completes their portion of the Incident Notification form and notifies EHS and HR.

If it is an emergency, call 911 and if possible call CPS and your supervisor. CPS will provide assistance and notify EHS and HR.

After an incident requiring medical attention, the employee contacts HR for assistance in returning to work. The supervisor assists HR and EHS in preventing further incidents. EHS works to prevent further incidents and completes an investigation for all lost work day cases. HR assists the employee with workers’ compensation paperwork, and returning to work.

## Incident Investigation

Preliminary incident investigations are conducted by the employee and employee’s supervisor. RM/EHS and Human Resources should be notified immediately if possible, and always within twenty-four hours. During this preliminary investigation it will be determined if hazards need to be immediately corrected or work stopped to prevent more injuries.

All fatalities or catastrophes when three or more employees are admitted to the hospital must be reported to Or-OSHA at 503-378-3272 within eight hours of the incident.

All incidents resulting in a serious injury will be investigated further by RM/EHS. This investigation will be focused on prevention of further injuries by identifying root causes.

## Hazard Assessment and Control

It is the responsibility of the supervisor to evaluate and control hazards prior to the start of work. This includes developing and requiring safe work practices. Employees are responsible for not engaging in unsafe work. Industry standards and best practices are excellent resources. OR-OSHA regulations are to be considered the minimum requirements. The EHS Director can assist with reviewing proposed safe work practices.

Risk Management and Environmental Health and Safety will conduct periodic inspections and hazards assessments that augment those conducted by supervisors.

### Reporting Unsafe Conditions

1. Supervisors shall receive notice of unsafe conditions or practices in any form
2. Supervisors shall, in consultation with RM/EHS if necessary, address the unsafe condition or practice and implement a method of corrective action
3. If the unsafe condition or practice continues, the complainant can address the unsafe condition or practice directly to RM/EHS, confidentially if the complainant wishes
4. RM/EHS will investigate and submit reports to the supervisor and complainant
5. Area supervisors will be given five business days after receiving the investigation report to respond with a corrective action plan.

Any employee may bring forth a safety concern without fear of reprisal and is afforded whistleblower protections.

## Safety Committee

**Purpose**

The purpose of this safety committee is to bring all Linfield College employees together to achieve and maintain a safe, healthful workplace.

**Goal**

The goal of this safety committee is to eliminate workplace injuries and illnesses by involving employees and administrators in identifying hazards and suggesting how to prevent them.

**Objectives**

The safety committee has four objectives:

1. Involve employees in achieving a safe, healthful workplace.
2. Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
3. Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
4. Annually evaluate Linfield College workplace safety and health program and recommend improvements to management.

**Organization**

There shall be three nonexempt members, three administrator members, one faculty member and one student member on the committee. Nonexempt members may be elected or volunteer with appointment by the LEA. The student member shall be appointed by the officers of the ASLC. Administrative members shall be appointed by the president of the college. Faculty members shall be appointed by the Faculty Executive Committee. The Linfield College EHS Director will coordinate the committee. The Director of College Public Safety will serve as a standing member. It will be chaired by one of the members. Members of the committee are expected to have an interest in accident prevention, occupational health and a willingness to work in support of this important college effort.

The Portland campus will have a safety committee to address the needs of the Portland campus. It is coordinated by the Director of Operations. The Director of EHS is a standing member and supports the committee as a technical resource.

**Officers**

The safety committee will have two officers: chair and vice-chair. One officer will represent labor and one officer will represent management.

**Terms of service**

Chair and vice-chair each will serve a two-year term.

**Duties of the EHS Director**

* Schedule regular committee meetings.
* Develop written agendas for conducting meeting.
* Prepare meeting minutes.

**Duties of the chair**

* Conduct the committee meeting.
* Approve committee correspondence and reports.

**Duties of the vice-chair**

* In the absence of the chair, assume the duties of the chair.
* Perform other duties as directed by the chair.

**Election of chair and vice-chair**

The election of a new chair or vice-chair will be held during the monthly committee meeting before the month in which the incumbent’s term expires.

If the chair or vice-chair leaves office before the term expires, an election will be held during the next scheduled safety committee meeting; the elected officer will serve for the remainder of the term.

**Training**

New representatives will receive training in safety committee functions, hazard identification, and procedures for investigating accidents.

**Meetings**

*Monthly schedule.* The safety committee will meet at an agreed upon time each month, except when the committee conducts quarterly workplace safety inspections.

*Agenda.* The agenda will state the order in which the safety committee conducts its business. The agenda also will include the following when applicable:

* A review of new safety and health concerns
* A status report of employee safety and health concerns under review
* A review of all workplace near misses, accidents, illness, or deaths occurring since the last committee meeting.

*Minutes.* Minutes will be recorded at each safety committee meeting and be distributed by posting on the EHS website to all college employees.

The committee will submit a copy of the minutes to the EHS office; the office will retain the copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes also will identify representatives who attended monthly meetings and representatives who were absent.

**Employee involvement**

The safety committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly scheduled monthly meeting.

**Safety log**

The committee will maintain a log of all employee safety concerns, including the date received, recommendations to management, and the date the concern was resolved.

**Response**

The committee will respond to employee concerns in writing and work with the EHS Director and the Administration to resolve them. The committee will present written recommendations for resolving concerns to management. Within 60 days of receiving the written recommendations, the administration will respond in writing to the committee indicating acceptance, rejection, or modification of the recommendations.

**Incident and accident investigation**

The safety committee will review new safety- or health-related incidents at its next regularly scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses, and deaths. When necessary, the committee will provide written recommendations to the administration eliminating or control­ling hazards.

**Workplace inspections**

The safety committee will conduct quarterly workplace inspections of college facilities.

**Written report**

The committee will prepare a written report for college administration that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards.

Within 60 days of receiving the written report, the administration will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

**Evaluation**

The safety committee will evaluate Linfield College’s workplace safety and health program annually and provide a written evaluation of the program to management.

The committee will also evaluate its own activities annually and use the evaluation to develop an action plan for the next calendar year.

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## Safety and Health Training

All employees will receive health and safety training to assist them in the safe performance of their assigned work. It is the supervisor’s responsibility to ensure all employees under their direction have received required training. RM/EHS can assist as a technical resource by providing training, guidelines, and direction.

Training and instruction which ensures that each employee is knowledgeable about the materials and equipment they are or will be working with, what hazards are present, and how they are controlled shall be provided to:

1. All new employees
2. All re-assigned employees for which training has not previously been received
3. Whenever new substances, processes, procedures, or equipment are introduced
4. Whenever there is a new or previously unrecognized hazard
5. Supervisors to familiarize themselves with the safety and health hazards to which employees under their responsibility may be exposed

Training and instruction shall inform employees:

1. That the success of the Linfield College Injury and Illness Prevention Plan depends on everyone
2. Of the safe work procedures required for their jobs, and how these procedures protect them
3. When personal protective equipment is required or needed, how to use it, and how to take care of it
4. What to do if emergencies occur in the workplace
5. How to report unsafe working conditions
6. How to report incidents of injury

## Recordkeeping

The following records will be maintained for at least three years:

1. Notice of safety deficiencies and audits
2. Reports of corrected safety deficiencies
3. Documentation of safety and health training
4. Scheduled and periodic inspections
5. Incident review records
6. Safety Committee meeting records

The OSHA 300 log will be maintained for five years. Material safety data sheets or chemical data sheets will be kept for thirty years after usage.

All safety and health records are kept a minimum of three years with the exception of the OSHA 300 log, which is maintained for five years.