



HELPING PUBLIC ENTITY EMPLOYEES STAY SAFE

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SAFETY IS EVERYONE'S RESPONSIBILITY, OWN YOUR SHARE!

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Regulatory agencies like Oregon OSHA aren't always welcomed with open arms. If you're someone who looks at safety like an "other duties as assigned," you might be looking at it all wrong. Safety at work should be an expectation you can count on. In fact, the reason that regulatory agencies even exist is to ensure safe work practices. The employer has a responsibility to get their teams home safely each day.

It's time to dust off your agency's safety manual.

Do you know where you can find yours? A safety manual contains written programs for how your entity will protect you from a variety of situations. These protections are directly incorporated into written safety programs and are housed in this manual. Topics include bloodborne pathogens, confined spaces, respiratory protection, hearing conservation, ergonomics, hazard communication, and many more. You should also receive initial safety training, specific equipment training or training when changes create new hazards, and refresher training in a variety of areas if your work requires that you are exposed to specific safety risks.

Your safety committee meets each month (although it is acceptable to skip one meeting each quarter to do safety workplace inspections). They utilize the incident reports from injuries to determine how to best prevent future accidents. They will determine — from most effective

• Safety manuals
• cover a wide
• range of
• safety topics
• and provide
• guidance on
• maintaining
• a safe work
• environment.

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Safety Shorts

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to least effective — what to do next. There may be several options from physically removing the hazard, or replacing the hazard, or isolating people from the hazard, to changing the way people work, or protecting employees with Personal Protective Equipment (PPE). When it comes to PPE, it's perfectly acceptable to request PPE that you feel would help you perform your job more safely.

When an employee gets hurt at work, there's often a workplace hazard involved. An incident/accident report must be completed when an injury occurs. The safety committee is tasked with establishing a root cause for the injury. The hazard needs to be identified and corrected at this point. It's everyone's job to identify hazards at work. If you see something, say something! Meanwhile, your safety committee is tasked with inspecting each location where employees work, each quarter! Let them know what you know about unsafe hazards in your work area.

You're not alone! Everyone has a right to work in a safe environment. Talk to your supervisor if you have questions regarding safety. It may be that your entity needs to recharge your safety committee and program. Your employer has many partners, including CIS, to help provide a safe work environment. Safety matters and it starts with YOU!

