

# College of Forestry 130: College of Forestry Safety Program

Safety Policy & Procedure Manual

Section 100: College of Forestry Safety Program

Effective: 01 January 2007

Revised: August 2014

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## PURPOSE

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The purpose of this section is to establish and describe the College of Forestry Safety Program.

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## POLICY

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**It is the policy of the College of Forestry to provide a safe environment for ALL OF ITS EMPLOYEES, STUDENTS, AND VISITORS. In addition, it is the policy of the College of Forestry to fully comply with the Oregon Administrative Rules - Oregon Occupational Safety and Health Division 437-007-0100.**

**437-007-0100 Safety and Health Program.** Every employer must implement a written safety and health program that establishes management commitment, supervisory responsibilities, accident investigation, employee involvement, hazard identification, training, and annual evaluation of the program.

**Stat. Auth.:** ORS 654.025(2) and 656.726(4).

**Stats. Implemented:** ORS 654.001 through 654.295.

**Hist:** OR-OSHA Admin. Order 5-2003, f. 6/02/03, ef. 12/01/03.

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## Procedure

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It is the purpose of this policy to:

1. Abide by all University, federal, state and local regulations as they pertain to our mission.

2. Apply good sense and safe practices to all jobs.
3. Exercise good judgment in the application of this policy.

To further these goals the following assignments of responsibility are made;

### **Management**

1. Establish rules and programs designed to promote safety and make known to all employees the established rules and programs.
2. Provide all supervisors with copies of appropriate rules and regulations.
3. Make available training necessary for employees to perform their tasks safely.
4. Provide protective equipment for employees where required.
5. Impress upon all the responsibility and accountability of each individual to maintain a safe workplace.
6. Record all instances of violations and investigate all accidents.
7. Provide disciplinary action for any employee(s) disregarding this policy.
8. Appoint a College employee with enforcement authority over safety matters.
9. Insure that safety inspections are conducted of all the College's worksites, maintain records, and continually monitor the safety program for effectiveness.

### **Supervisors**

1. Be completely responsible for on-the-job safety and secure the correction of safety deficiencies.
2. Make sure proper safety materials and protective devices are available and used and all equipment is in safe working order.
3. Instruct employees in safety requirements.
4. Review accidents, supervise correction of unsafe practices, and file accident reports.
5. Conduct jobsite safety meetings and provide employees with proper instruction on safety requirements.
6. Notify Department Heads and Group Leaders of safety violations.

### **Crew Leaders**

1. Carry out safety programs at the work level.

2. Be aware of all safety requirements and safe working practices.
3. Plan all work activities to comply with safe working practices.
4. Instruct new employees and existing employees performing new tasks on safe working practices.
5. Make sure protective equipment is available and used.
6. Make sure work is performed in a safe manner and no unsafe conditions or equipment is present.
7. Correct all hazards, including unsafe acts and conditions which are within the scope of your position.
8. Secure prompt medical attention for any injured employees.
9. Report all injuries and safety violations.

### **Crew members**

1. Work safely in such a manner as to ensure your own safety as well as that of coworkers and others.
2. Request help when unsure about how to perform any task safely.
3. Correct unsafe acts or conditions within the scope of the immediate work.
4. Report any uncorrected unsafe acts or conditions to the appropriate supervisor.
5. Report for work in good mental and physical condition to safely carry out assigned duties.
6. Avail yourself of College sponsored safety programs.
7. Use and maintain all safety devices provided.
8. Maintain and properly use all tools under your control.
9. Follow all safety rules.
10. Provide fellow employees help with safety requirements.

### **All Personnel**

1. Strive to make all operations safe.
2. Maintain mental and physical health conducive to working safely.
3. Keep all work areas clean and free of debris.

4. Assess results of your actions on the entire workplace. Work will not be performed in ways that cause hazards for others.
5. Before leaving work replace or repair safety precaution signs removed or altered. Unsafe conditions will not be left to imperil others.
6. Abide by the safety rules and regulations of every work area.
7. Work in strict conformance with federal, state and local regulations.

### **Disciplinary policy**

The College expects that all persons will adhere to safety procedures and policies in our daily work activities. Non-compliance activities shall be brought to the attention of the immediate supervisor and a written action shall be documented that includes remedial efforts of the non-compliance activity.