

## **College of Forestry 100: Introduction**

Safety Policy & Procedure Manual

Section 100 Introduction

Effective: 01 January 2007

Revised: January 2020

### **Purpose**

The purpose of this section is to define responsibilities and expectations for safe working procedures in all College of Forestry activities within this section a) a Safety Code is established and defined, b) The College safety committee is established, and c) The College of Forestry Safety Program is established as policy.

### **Background Information**

#### **To all members of the College Community;**

The College of Forestry is committed to providing a safe environment for our students, faculty, staff, and visitors. Safety is the business and responsibility of every campus citizen and can be better achieved through proper education, training, use of protective equipment, and enforcement of safety rules. The responsibility begins with the individual at all levels from students and workers through supervisors, managers, directors, department heads/service group leaders, and deans to the highest level of University administration. It is essential that each of us takes an active part in initiating preventative measures to control and eliminate hazards associated with activities under your direction.

The Forestry Executive Committee and Safety Committee asks that each member of the College accepts the challenge of maintaining an accident-free and safe environment. It is your proactive safety attitude, your knowledge of safe practices, and your actions that will determine the success of our safety program.

Implementing a systematic approach to workplace safety will require a cultural change in many units, among colleagues, and within the profession. All departments in the College need to nurture a "safety culture." College policy and individual work practice must dictate that safety never take a back seat to other interests. No one should be asked – and no one should tolerate – a potentially disabling or life-threatening risk in the name of cost-cutting, productivity, or any other priority. Safety considerations must be an integral part of the operating policies of every department.

# College of Forestry 110: Management Commitment to Safety

Safety Policy & Procedure

Manual Section 100: Introduction

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## Purpose

The purpose of this section is to define the College of Forestry Safety Code and to assign the responsibilities for the implementation of the Safety Code. In addition, the academic department and service group are defined.

## Applicability

All academic and research personnel, students, staff, and visitors in the College of Forestry

## Policy

College faculty, staff, students, and visitors who perform any job-related activities in the College of Forestry are required to perform their work activities in compliance with the College Safety Code.

## Definitions

An **Academic Department** in the College of Forestry is defined as one of the three major departments: Forest Engineering, Resources and Management, Forest Ecosystems and Society, or Wood Science and Engineering. It includes all administrative staff, students, employees, and faculty (including adjunct, emeritus, courtesy, etc.) who report directly or through their supervisor to the Academic Department Head.

A **Service Group** in the College of Forestry is defined as a collection of those groups or individuals who provide a primary support role to the Academic Departments. This includes the Dean's Office, College Computing Facilities, College Business Office, College Projects and Maintenance, College Forests, College Student Services, College Communications, and others. It includes all administrative staff, students, employees, and faculty (including adjunct, emeritus, courtesy, etc.) who report directly or through their group leader to the College Director of Operations, Executive Associate Dean, or Dean.

It is the responsibility of all Academic Department heads and Service Group leaders to institute and communicate to all employees, students, and visitors, the *College Safety Code*. The Code:

1. Maintains safety as a core value of the College, on the same level and with the same support as other values defined by the Forestry Executive Committee.
2. Recognizes that the Academic Department Head or Service Group Leader is the role model for the unit, and all of his or her actions and decisions add to or detract from the credibility of the safety commitment. Safety should be part of each individual's annual evaluation.
3. Ensures that the Forestry Executive Committee personally sets the standard for safety performance.
4. Recommends that the College annually undergoes an evaluation and discussion of the College's safety performance. Subsequently this evaluation is used to develop an effective system to ensure that existing and evolving hazards are controlled or abated.
5. Safety plans will be prepared by all supervisory units in the College. They will address potential hazards appropriate to the particular unit and will be available to all employees.

Each Academic Department and Service Group is responsible for adopting programs, rules and procedures that promote safety and productivity. In addition, each Academic Department and Service Group shall designate a department or group Safety Coordinator who shall be responsible for coordinating the department's or group's safety programs and representing the Academic Department or Service Group on the College Safety Committee. The College Safety Committee shall assist all Academic Departments and Service Groups in compliance with this order. The College Safety Committee shall:

1. Adopt a written safety code (see above).
2. Publish and update the College Safety Manual and bring awareness to safety standards appropriate to the particular needs of each academic department or service group.
3. Establish a program to promote awareness of safe work practices.

4. Institute and promote training and other educational programs for managers, supervisors, and employees to promote awareness of and competency in safe work practices.
5. Support the University Environmental Health and Safety in conducting regular lab safety inspections/surveys so that potential hazards are detected, corrected and/or controlled in a timely manner.
6. Support the University Environmental Health and Safety in promoting effective investigation and management of accidental loss and workers' compensation claims.
7. Support the University Human Resources in maintaining accurate, comprehensive records relating to injuries, accidents, property damage, and any other incident that has or potentially will expose the state to financial loss. In addition, these records will be kept for a timely period to help in understanding the underlying conditions of accidents and injuries and lead to possible for prevention strategies.

## College of Forestry 120: College of Forestry Safety Committee

Safety Policy & Procedure Manual

Section 100: Introduction

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### Purpose

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

### Policy

The College of Forestry hereby establishes the College of Forestry Safety Committee. The Committee will be composed of at least one representative from each Academic Department, at least one representative from the service groups, and one representative from the College Forests staff. The committee members will be appointed by the respective department or group leaders (i.e., Department Heads, College Director of Operations (for service groups), College Forests Director). The Dean will designate the Chair for this Committee. Terms of service will be two years with options for renewal and a rotation schedule to ensure continuity.

### Procedure

The College Safety Committee shall work closely with the Environmental Health and Safety Unit of University Facilities Services and the University Safety Committee.

The current safety committee is identified as:

**Katy Kavanagh, (Chair)**, Associate Dean for Research

**Roger Admiral**, Building and Facilities; university emergency planning initiative

**Joern Dettmer**, TallWood Design Institute

**Steve Fitzgerald**, College Forests safety

**Amanda Goddard**, FES, biohazards safety

**Jim Kiser**, FERM; University Safety Committee liaison; forestry field instruction and research safety

**Matt Konkler**, WSE

**Brett Morrissette**, FERM, Field Safety

**Kathy Motter**, FES, chemical lab safety

**Art Myers**, Facilities and Maintenance

**Vanessa Petro**, FES

**Sean SanRomani**, Computing Resources, general office and employee safety

**Jeff Wimer**, FERM, logging/field safety

# College of Forestry 130: College of Forestry Safety Program

Safety Policy & Procedure Manual

Section 100: Introduction

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## Purpose

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

## Policy

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.

## Procedure

### 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.
4. 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. Ensure 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.

# College of Forestry 140: Changing the Culture about Safety

Safety Policy & Procedure Manual

Section 100: Introduction

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## Purpose

The purpose of this section is to introduce the concept of culture change and awareness of safety in the workplace.

## Background Information

There is a wealth of information available on safety in the workplace and safety programs within the workplace but there are several common themes. First and foremost is that the strength of any company or organization is its people. The second is that the key to success depends on a visible management commitment to safety. The third is communication and reporting. Fourth is the belief that all injuries and fatalities are preventable and that “unsafe is unacceptable.” Finally, it is important that everyone understand that safety begins at home and in our daily lives. The idea is that safety in the workplace is a continuation of safety in our daily practices.

## Creating a Culture of Safety

According to industry and agency experts, the key is to maintain effective standards to protect worker health and safety. Standards are voluntary practice guidelines to help workplaces meet regulatory requirements. It has been proposed that workplaces may elect to follow either prescriptive, process-driven standards or performance-based standards.

Prescriptive, process-driven standards provide rules defining specific actions that must be taken in various situations. Performance-based standards are designed to meet performance goals without specifying how they are to be achieved. A small number of companies favor performance-based standards, while the majority prefer prescriptive standards. Scare programs, reminders, incentives, and other magic bullets don't work.

They might change reporting but they don't change behavior. The most effective motivations for safety are peer safety culture, management credibility, and an organizational safety system.

## Employer and Supervisor Actions for Healthier and Safer Workplaces

**Taking responsibility** - Ensure that you have an effective worker/employer occupational safety committee to help identify and reduce workplace hazards (for higher risk workplaces).

**Meeting standards** – Develop and constantly review the health and safety standards that apply to your work and ensure that these standards are fully met.

**Getting help** – Have contact with a safety association, private consultant or the Occupational Safety & Health Administration ([OSHA](#)) for more information on ensuring your working conditions are as good as they can be.

**Training workers** - Ensure that all workers are properly trained and supervised by competent personnel to work safely. Young and/or new workers tend to have more workplace injuries, largely due to inadequate training and supervision.

**Changing workplace culture** - Demonstrate a genuine and ongoing commitment to workplace health and safety at all levels of the organization, starting at the top. Make health and safety an integral part of organizational meetings, hiring, promoting, objectives, publications and reviews.

### **Employee Actions for Healthier and Safer Workplaces**

Everyone has responsibility for workplace health and safety. When it comes to workplace health and safety, workers have the most to gain ... or lose. The action steps below help workers exercise their fundamental rights and responsibilities ...to know, to participate, and to refuse unusually dangerous work.

**Getting involved** – Employees should be encouraged to assist the College Safety Committee identify and reduce workplace hazards.

**Meeting standards** - know the health and safety legislated standards that apply to your work and your workplace. Cooperate with your employer and fellow workers in meeting health and safety standards. Support initiatives to exceed these standards where possible.

**Getting help** - contact the College Safety committee, health and safety web sites, [OSHA](#), or other reliable sources for more information on working conditions. Be mindful of not only shorter-term safety issues, but also longer-term health issues related to the work you do.

**Being trained** - get the proper training for any job you do so that you can do the tasks without endangering your safety or health - or the health and safety of your fellow workers.

**Walking the talk** - demonstrate a genuine commitment to health and safety - on and off the job. Make health and safety an integral part of your way of life ... and support others in protecting their health and safety.

# College of Forestry 150: Working Group Safety Plan

Safety Policy & Procedure Manual

Section 100: Introduction

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## Purpose

The purpose of this section is to define the *Working Group* and provide information for creating a safety plan applicable to individual working groups.

## Background Information

A written Safety Plan is required for each working group and responsibility for the safety plan falls under the working group leader, supervisor, or a designated safety officer.

## Policy

It is the policy of the College of Forestry that each and every working group will have a written safety plan and that all workers in the working group shall read and acknowledge that the safety plan has been reviewed with them by their supervisor or designated safety officer.

## Procedure

A Working Group in the College of Forestry is defined as any subset of individuals in an Academic Department or Service Group who have specific jobs, expertise, and goals. These groups report to an individual working group leader who then reports to the Academic Department Head or Service Group Leader. Examples of working group leaders include Principle Investigators (P.I.'s), and persons designated to head specific service groups (i.e., head of student services or facilities services). *See Appendix A.*

Individual Working Group Safety Plans should be written following templates provided by OSU's Environmental Health and Safety, <https://ehs.oregonstate.edu/manuals> (currently in development). The safety plan should be considered a living document, to be reviewed annually.

The Lab or Working Group Safety Plan will be stored in a readily accessible location for easy access and reference. An electronic copy is to be archived.