

## **Workplace Safety Policy and Practices East Multnomah Soil and Water Conservation District**

### **Safe Practices**

1. All District staff are expected to perform their duties in a safe and responsible manner.
2. Unsafe conditions, inadequate safety equipment, unsafe practices and other safety concerns shall be reported to the supervisor immediately. The supervisor shall take prompt, appropriate action and report the situation to the safety committee. Any serious or unresolved safety concerns should be brought to the attention of the Board of Directors at the next scheduled meeting.
3. The District will provide individual first aid kits for field staff to carry in their vehicles or on their person. There is also a first aid kit available in the District office supply room.
4. The District will provide a cellular telephone (assigned or on a check-out basis) for staff who perform field work or who attend evening or weekend meetings and workshops. Staff are expected to have the cell phone turned on during work activities and while in transit to/from work sites.
5. Field staff who perform on-site conservation visits, restoration project work, and other field work are expected daily to inform the District office of their whereabouts in writing or over the telephone, including landowner names, phone numbers, and property locations to be visited that day.
6. As a general practice, field staff will be accompanied by the landowner or manager during site visits and on project workdays.
7. When working with volunteers, staff will ensure that all are aware of safety procedures and have the appropriate safety equipment.
8. Care will be taken not to expose volunteers or staff to unnecessary risk. Potentially hazardous recreational activities such as swimming are not allowed by staff or volunteers during work hours without the express permission of the Executive Director.
9. Signed liability waiver forms are required of all volunteers prior to service.
10. Consent forms are required from parent or guardian for volunteers under 18 years of age.

## **Hazard Assessment**

1. Staff who conduct field activities, workshops or facilitate meetings are expected to tour the site or facility, note in writing any hazards present, and inform the facility or land manager of any remedies needed.
2. An office hazard assessment will be conducted annually at the District office by the Safety Committee and identified hazards remedied. These may include extension cords, unstable work surfaces, office clutter, computer station setup, etc. Staff will be provided with adjustable chairs and keyboard trays if requested.
3. Staff who work at home are asked to assess the hazards that might be present and to remedy them. These may include extension cords, unstable work surfaces, office clutter, computer station setup, etc. Staff are encouraged to consider office ergonomics and to acquire adjustable chairs and keyboard trays at their own expense.
4. All District job descriptions will inform the staff about the working conditions associated with the job.

## **Personal Protective Equipment**

1. The District will provide the following personal protective equipment and safety equipment for on-site conservation visits and other field work. Field staff should talk with their supervisor about how to access these items.

Hardhat

Earplugs

Safety goggles

Leather work gloves (purchased by staff with the cost reimbursed by the District)

Traffic cone or triangles for parking along roadways

Cellular telephone

Individual first aid kit

Flares

Flashlight (with batteries reversed)

Any other protective equipment necessary, such as personal flotation devices

2. Field staff are expected to provide their own personal gear as appropriate:

Long sleeved shirts

Long pants

Footwear that is appropriate to conditions (lug-soled leather boots; threaded rubber boots for wet weather or barnyard visits)

Appropriate protection for cold, hot, or wet weather conditions

Epinephrine pens: Staff who have a known allergy are advised to carry an epinephrine pen. These are only available by prescription. For staff who

need an epinephrine pen, the District will reimburse staff who for the cost of the co-pay associated with the doctor visit to acquire one and for the out of pocket cost of the prescription.

### **Training**

1. Information will be provided to field staff regarding proper lifting techniques, accident prevention measures, and the use of personal protective equipment.
2. Field staff are required to receive first aid/CPR/AED training, paid for by the District.
3. Program and administrative staff are offered first aid/CPR/AED training, paid for by the District.

### **Vehicles**

1. All staff who use their personal vehicles for work-related activities are required to provide the District with documentation of auto insurance coverage (certificate or wallet card) and proof of a valid driver's license.
2. Any staff who are authorized to operate District-owned or –leased vehicles are required to provide documentation of insurance and a valid drivers license, and the District's insurance carrier will conduct a DMV driving record check before they may check out vehicles.

### **Injury/Accident Claims**

1. Any staff person who experiences an accident or injury while on the job is required to contact the District office and complete an Employee Incident Report and a Workers' Compensation Claim Form 801. These forms must be completed, signed, and delivered or faxed to the District office within 24 hours of the accident or injury, even if the employee doesn't plan to seek medical attention. The District office will forward the forms to SDAO for processing. Blank forms are located in a file cabinet at the District office. (These forms do *not* have to be filled out before seeking medical attention.)

### **Evacuation Plan**

1. The District office will participate in the development of a building evacuation plan. Instructions for evacuation will be posted in the office.
2. Staff who work at home are encouraged to develop home evacuation plans.