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POLICY 9.1: SAFETY AND LOSS PREVENTION POLICY

A. PROMOTION OF SAFETY

It is the policy of the District to promote safety in all phases of District operations. To that end, the District shall strive to provide safe equipment, necessary personal protection, and adequate training. It is the responsibility of every employee and officer to cooperate in promoting safety and integrating safety procedures into all operations.

B. ADMINISTRATION OF SAFETY PROGRAM

The Chief Executive Officer shall be responsible for the day-to-day administration of the District's safety and loss prevention program, including:

1. Implementation of necessary loss prevention and risk control policies and programs, including the following:
 - a. Participation by and accountability for all officers and employees in loss prevention activities.
 - b. Hazard assessments and control.
 - c. Accident investigations.
 - d. Personal protective and safety equipment programs.
 - e. Training programs.
 - f. Operations evaluations.
 - g. Claims management and early return to work efforts.
2. Legal compliance with all federal, state and local safety and health regulations.
3. Providing personnel with needed resources to insure compliance with the District's loss prevention and control policies.
4. Review of District loss data and accident investigation findings; evaluation of loss prevention activities, comparing them with current needs; assignment of responsibility for corrective action measures; and maintenance of necessary records of District activities.

5. Consulting with the District's insurance agents and carriers in developing loss control policies and procedures.
6. Creating and managing an early return-to-work program for injured employees.
7. Insuring personnel policies, manuals, job descriptions, and job placement practices are in place, and that all District volunteers, employees and officers are in compliance.



Port of The Dalles


PORT OF THE DALLES

SAFETY POLICY

The *Port of The Dalles* is committed to providing and maintaining a safe and healthy work place for employees and visitors. We believe that accidents can be prevented and every employee is entitled to work under the safest possible conditions.

The *Port of The Dalles* will make every reasonable effort to promote loss prevention activities and will provide safe working equipment, necessary personal protection and, in the event of an injury, secure immediate emergency first aid and/or medical services.

It is the responsibility of every employee, manager, and Commissioner to provide for a safe and healthy work area, safe equipment and safe work practices. We need the full cooperation and effort of everyone to integrate loss prevention activities into both normal and non-routine business operations.



President, Port Commission
Port of The Dalles



Executive Director
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PORT OF THE DALLES

SAFETY POLICY

Last Update 3/2004

General Responsibilities

Port Employee Responsibility

It is the specific responsibility of each employee to ensure that his or her conduct, work methods, and work environment do not create safety hazards for him or herself, fellow employees or the public. All Port employees are required to help promote safety and prevent accidents.

Port Responsibility

Safety meetings will be held when necessary to inform Port employees of changes in safety policy new state or federal rules, or personal and public protection concerning new workplace hazards. The Port will maintain and update the safety policy/hazard communication plan, and compile material safety data sheets and a list of hazardous chemicals used or stored for Port activities. The Port will investigate accidents and injuries for the purpose of preventing further loss or injury. The Port will provide a safe and healthy work area, safe equipment and safe work practices.

Injuries and Accidents

All accidents and injuries are to be reported immediately to the Port Director. All employees are expected to cooperate with any accident investigations and any hazard surveys that may be conducted. All requests for occupational safety and health loss prevention assistance or information should be made to the Port Director.

All accidents are potentially serious and will be investigated in order of importance, death or catastrophe being most critical, followed by permanent disability and temporary disability.

Job related injuries and illnesses shall be logged on OSHA form 200 in this book.

ACCIDENT PROTOCOL

In the event of a serious accident:

- call 911
- protect employees and the public from further harm
- protect contaminated areas

Personal Protective Equipment Policy

STATEMENT

The purpose of this policy is to establish a minimum standard for the use of personal protection equipment. The use of personal protection equipment (PPE) is vital in preventing injury to employees.

This policy points out Port requirements and employee compliance is a condition of employment. Failure to comply with the PPE Policy is considered just cause for disciplinary action.

RESPONSIBILITY

The Port will supply employees with PPE

Port staff will provide training for employees in the care and use of PPE and inspect worksites for compliance with this policy.

Supervisors are responsible for setting the proper example and for enforcement of this policy.

Employees are responsible for maintaining and wearing PPE as required in this policy

Personal Protective Equipment

HARD HATS/HELMETS

American National Standard Institute approved hard hats are to be worn by all field personnel and job site visitors in areas with overhead activity or where falling or flying objects may pose danger of head injury.

Hard hats are required while flagging traffic or where there is danger of flying objects or electrical contact.

WARNING VESTS

OSHA approved, reflectorized warning vests will be worn by all construction, visiting personnel, and Port staff when working or observing in the right of way or when directly exposed to traffic.

Reflectorized vests are required for night time work and whenever flagging.

ORANGE TEE SHIRTS

During daylight hours bright orange tee shirts may be worn on Port job sites, instead of a vest, provided the high visibility orange distinguishes the employee from the surrounding background.

Shirts must remain highly visible and must not be soiled, stained, faded, or torn so as to reduce its effectiveness.

Reflectorized vests are required for flagging and for all night work.

SAFETY SHOES

Safety shoes will be worn by all field employees unless a legitimate health reason can be shown. Those who can not wear safety shoes will wear leather boots as a minimum standard.

Safety shoes, or boot allowance, are made available on a yearly basis for field employees.

EYE PROTECTION

Employees will be provided with eye or face protection equipment when machines or operations present potential eye or face injury from physical, chemical, or radiation elements.

All eye/face protection equipment will meet the specific requirements of the American National Standard Institute, and be kept clean and in good repair at all times.

SEAT BELTS

Seat belts shall be operational and properly fastened by the driver and passenger of any Port vehicle as required by Oregon law.

HEARING PROTECTION

The Port will provide a variety of hearing protectors. Protection will be worn anytime an employee is exposed to a noise level greater than 85 decibels.

WORK CLOTHES

Field employees will be provided with uniforms. It is the employees' responsibility to keep clothing clean and in good repair.

While working in the field, all clothing will completely cover the body except for the neck and arms.

GLOVES

Protective gloves will be worn whenever the hands may be exposed to any hazards such as chemicals, solvents, cement, etc.

Regular work gloves will also be provided for normal work activities.

LEG PROTECTION

Approved chaps will be worn for leg protection while operating chain saws.

PERSONAL FLOTATION DEVICE

Must be worn by Port employee when working with electrical around deep water.

RESPIRATORS

Respirators will be worn whenever a Port employee is exposed to airborne contaminants. Only NIOSH/MESA approved respirators will be purchased and the choice of the correct respirator for a given work assignment depends on the airborne contaminant present, the hazardous operations to be performed, and the comfort and ease of obtaining a proper fit.

Port employees will properly fit, clean, disinfect and store Port respirators according to manufacturers direction. Respirators are not to be hung, but stored in a dust free place.

HAZARD COMMUNICATION PLAN

The purpose of the Hazard Communication Plan is to inform and prepare Port employees to work safely with potentially hazardous chemicals in their workplace. This plan can be accessed within the Safety Policy Book shelved in the kitchen of the office, and a copy will be kept in the break room of the barn. Additionally, each employee will be given their own copy of the Port's Safety Policy document to study and reference.

This plan will cover the following important steps in Hazard Communication:

- Container Labeling
- Material Safety Data Sheets
- Training
- Hazardous Chemical List
- Hazardous Non-Routine Tasks
- Informing Contractors

I. CONTAINER LABELING

All hazardous chemical containers used at this workplace will clearly identify the chemical on the label, and include an appropriate hazard warning (ex. DANGER in bold lettering) and the manufacturer's name and address.

No container will be released for use until this information is verified. It is the responsibility of any Port staff member who purchases a product containing a hazardous chemical to verify labeling before using the product.

If a hazardous chemical is moved into a secondary container, that container must also be labeled with the chemical identity and hazard warning. If the chemical is moved into a secondary container, used immediately and cleaned up by the person who moved it, then a label is not required.

II. MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets contains detailed information about a hazardous chemical product's health effects, physical and chemical characteristics, and safe practices for using it. MSDS are readily available for review by all Port employees, and accessible in an emergency. MSDS will be kept in the Safety Policy Book in the kitchen in the office, and in the copy in the break room in the barn.

The MSDS are updated and managed by office staff with the cooperation of the maintenance staff. It is the responsibility of each Port employee who purchases a hazardous chemical containing product to make sure the vendor supplies a MSDS at point of purchase.

The name of the chemical on the Hazardous Chemicals list must match the name on its MSDS. Each MSDS shall be dated when it is filed.

III. TRAINING

New employees will be given hazard communication training that covers the following topics:

- An overview of the requirements in OR-OSHA's hazard communication rules.
- Hazardous chemicals present in their workplace.
- The written hazard communication plan, and where it may be reviewed.
- Physical and health effects of the hazardous chemicals.
- Methods used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps the Port has taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow if an employee is exposed to these chemicals.
- How to read labels and review material safety data sheets.

After attending training, each employee will be given their own copy of the Safety /Hazard Communication Plan and sign a form verifying that they understand the above topics and how they are related to the Port's hazard-communication plan.

IV. HAZARDOUS CHEMICALS LIST

A list of all hazardous chemicals used at the Port can be found in Appendix 1. The names of the chemicals match the names on the MSDS.

If a chemical is no longer used at the port, the record of the chemical's identity, locations, and the calendar years it was in use must be kept for 30 years.

V. HAZARDOUS NON-ROUTINE TASKS

Before employees perform non-routine tasks that may expose them to hazardous chemicals they will inform themselves if working alone, or the supervisor will inform them about the chemical's hazards. They will also be informed about the safe work practices necessary to control exposure and what to do in an emergency.

VI. INFORMING CONTRACTORS

It is the responsibility of the staff person to whom a contractor directly reports to provide the contractor and their employees with the following information if they may be exposed to hazardous chemicals in the Port's workspace.

The identity of the chemicals, how to review MSDS, and an explanation of the container labeling system.

Safe work practices to prevent exposure.

This Port staff person will also obtain a MSDS for any hazardous chemicals a contractor brings into the Port workspace.

File Name: portsafetypolicy

I have been informed about the hazardous chemicals that I may be exposed to during my work and I have received training on the following topics:

- An overview of the requirements in OR-OSHA's hazard communication rules.
- Hazardous chemicals present in their workplace.
- The written hazard communication plan, and where it may be reviewed.
- Physical and health effects of the hazardous chemicals.
- Methods used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps the Port has taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow if an employee is exposed to these chemicals.
- How to read labels and review material safety data sheets.

Note to Employee: This form becomes part of your personnel file; read and understand it before signing.

Employee: _____ Date _____

Trainer: _____ Date _____

PORT OF THE DALLES
Hazardous Chemicals Survey
1/2004
Done by Betsy Hege

PRODUCT NAME	CHEMICAL NAME	LABEL	MSDS	LOCATION(S)