



Rivergrove Water District Safety Policy

Purpose

The purpose of this policy is to provide reasonable, mandatory rules designed to:

- Protect the life, safety, and health of employees;
- Provide employees with a safe and healthy work environment; and
- Develop a safety awareness among employees and others engaged in District operations to minimize occupational injuries and illnesses, and to identify potential hazards

Policy

- The District defines and implements a Safety Program which strives to improve safety and health by providing a workplace free of potential safety hazards, whether observed, perceived, structural, chemical or related to workplace violence.
- District employees perform all duties and operational functions safely and in an environmentally conscientious manner.
- Each employee is aware of potential hazards and carries out their District activities in compliance with safety standards.

Elements

- Compliance with all applicable federal, state, and local safety laws, codes, and legislation will set the minimum standard.
- Employees will use good judgment in work habits and follow safe work practices.
- Employees will report all unsafe working conditions to the General Manager immediately.
- The District will provide appropriate safety training to employees to adequately prepare them for hazards they may encounter at work.
- The District will provide appropriate personal protective equipment (PPE) to each employee where necessary. This includes respirators, safety glasses, earplugs, protective gloves, hard hats, reflective vests, steel toe boots, rain gear, cold weather gear, etc. Employees are expected to wear PPE when appropriate and practice safe working conditions at all times.
- The District will ensure employees have access to safe entry and exits points to and from walking-working areas.
- The District will provide portable fire extinguishers at the office, in all facilities, and in each District vehicle to ensure they are readily accessible to employees. Fire extinguishers will be inspected annually by a competent source and documented accordingly.
- The District will ensure employees are adequately trained and experienced to operate equipment and machinery.
 - Employees should only operate equipment in which they have received training.
 - Employees are prohibited from operating equipment while any substance are present in the body that may hinder safer operation.
 - Employees should report all equipment malfunctions to the General Manager.

- All vehicle accidents involving the District will be immediately reported to the General Manager. Employees will follow the Accident Procedures Card located in all District vehicles.
- Accidents involving damage to equipment or property, or personal injury, must be reported to the General Manager as soon as possible after the occurrence.
- Employees will report all work related and medically treated injuries to the General Manager as soon as possible after the incident.

District Responsibilities

- The District operates its facilities and conducts its operations in compliance with all applicable regulation, including the Oregon Safe Employment Act.
- The District provides training and orientation to employees on safety issues specific to their job duties.
- The District holds monthly safety meetings designed to assist employees in identifying hazards and unsafe work practices.
- The District is committed to on-the-job accident prevention and informs all employees regarding known health hazards to which they are exposed.

Employee Responsibilities

The effectiveness of District safety efforts directly depends on each individual employee. All District employees shall:

- Know and follow all safety rules, policies, and procedures for the area in which they are working.
- Provide a signed Employee Acknowledgement form to the General Manager to document acknowledged awareness of safety related responsibilities.
- Maintain a safe work environment.
- Report for work rested and emotionally prepared for the tasks at hand.
- Used good judgment and know personal physical limitations.
- Display a positive attitude towards their surroundings.
- Know the hazards of the materials and equipment they work with and follow the specified precautions.
- Properly use all safety equipment provided and ensure safety devices are not removed or altered.
- Report any defective equipment, tools, or personal protective equipment.
- Participate in available safety training programs.
- Immediately report any unsafe conditions, serious and non-serious incidents and accidents, near-miss situations, work-related illnesses/injuries, or property damage issues to the General Manager

Enforcement

The District will use corrective action where appropriate in violation of safety policies and procedures. Enforcement of safe practices is everyone's responsibility. Non-compliance, as a general rule, will be handled with progressive correction action as follows:

- First offense: Verbal warning and remedial action of retraining

- The General Manager will schedule a meeting with the employee to discuss improper conduct. The General Manager will clearly describe expectations and steps the employee must take to remediate the problem.
- Within 3 business days, the General Manager will document, in writing, the meeting. The employee will sign to demonstrate understanding of the issue(s) and the remedial action.
- Second offense: Written warning and remedial action of retraining
 - The General Manager will schedule a meeting with the employee to (1) review prior relevant conduct and corrective action, and (2) inform the employee of the consequences of the continued failure to improve employee performance.
 - The General Manager will issue a formal written warning and corrective action plan within 5 business days. The employee will sign to demonstrate understanding of the issue(s) and agreement to follow the corrective action plan.
 - The employee will be informed that continued misconduct and failure to immediately implement the corrective action plan will result in additional discipline including suspension and/or termination.
- Third offense: Suspension and/or termination
 - The General Manager will issue a final written warning within 3 business days.
 - The employee will be suspended from working at the District and an investigation will be conducted. The employee may be suspended with or without pay.
- The corrective action process will not always commence with verbal counseling or include every step from above.
- Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense.

Closure

The safety and health of all workers/employees is a shared goal and responsibility of all who work for this District. A good safety culture helps our employees maintain safe operations. By having everyone take safety seriously, remaining watchful, and avoiding compromises we can ensure that operations are conducted in as safe a manner as reasonable. Every employee is responsible for following this policy and all additional safety policies set forth by the District. Remember, safety is everyone's responsibility.


Janine Casey
General Manager