



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Safety and Health	AUTHORIZED BY:
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ISSUED: August 2004	REVISED:

I. General Statement

The Office of Administration is committed to providing a safe and healthful workplace for all employees. The OA Safety Committee, consisting of division designees, shall be responsible for reviewing work-related injuries and recommending appropriate action to minimize the risk of occupational injuries and illnesses. The OA Safety Coordinator shall represent the department on the State Safety Steering Committee, shall support and assist the OA safety committee and advise all levels of staff in establishing and maintaining an effective departmental safety program.

II. Scope

Effective safety and loss control requires a cooperative effort among all employees. Supervisors, all levels of management within the department, and all employees of the Office of Administration shall have the responsibility to work in a safe and healthful manner and shall be held accountable for any unsafe work practices.

III. Goals

The Office of Administration seeks to protect the safety and health of its employees and enhance the quality of their services to the citizens of the State by:

- Reducing the number of work-related injuries and illnesses;
- Developing workplace safety standards;
- Conducting inspections and surveys to identify potential hazards;
- Ensuring an early return to work for injured and ill employees; and
- Investigating and managing workers' compensation claims.

IV. Guidelines

A. Responsibilities of the OA Safety Committee

The OA Safety Committee shall be made up of at least one appointee from each division. Appointees to the Committee will be selected from volunteers or nominations submitted to the Division Director. A representative from OA General Services, Risk Management, will be present at all Safety Committee meetings.



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The OA Safety Committee shall be responsible for:

1. Reviewing work-related injuries to evaluate nature, causes and impact on department.
2. Recommending appropriate actions to management that will reduce or eliminate future occurrences.
3. Recommending training or other educational programs to managers, supervisors and employees to promote awareness of safety.
4. Establishing procedures for conducting health and safety inspections and surveys to identify potential hazards and recommend corrective action.
5. Promoting effective investigation and management of accident loss and workers' compensation claims.
6. Assisting in educating early return to work for work-related injuries.
7. Maintaining comprehensive records relating to injuries, accidents and corrective actions taken.
8. Assisting in maintaining safety through the health and safety handbook and activities as directed by management.

B. Responsibilities of the Supervisor

The OA Supervisor shall be responsible for:

1. Conducting safety assessments and taking immediate action to correct any unsafe condition, action or unsafe working practices by employees.
2. Overseeing employee performance in regard to safe work practices and providing positive reinforcement to staff to work safely.
3. Promptly investigating all accidents to identify all contributing factors and assisting injured workers in reporting injuries.
4. Assisting injured workers in early return to work.
5. Providing personal protective equipment when applicable, along with training for and ensuring its use.



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C. Responsibilities of the OA Employee

The OA employee shall be responsible for:

1. Reporting immediately injuries, illnesses and near misses to his/her supervisor.
2. Following all applicable safety and health statutes, rules, regulations and guidelines.
3. Using personal protective equipment when applicable.
4. Reporting any unsafe working conditions, practices or equipment immediately to the supervisor and offer solutions to safety concerns.
5. Performing work in a safe and responsible manner.
6. Attending safety training as directed.