

ADOPTED: FEBRUARY 1, 2013

REVISED:

A. SAFETY POLICY STATEMENT

Nothing is of greater concern to the District than the safety of its employees and the public. For the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the District's safety and accident policy. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.

For example, employees shall:

1. Use the safety equipment which has been provided for use;
2. Not operate equipment while medication, drugs or alcohol are present in the body without a doctor's written approval;
3. Operate only the equipment on which they have received training;
4. Warn co-workers and management of unsafe conditions or practices. Accept with appreciation the warning of a co-worker or supervisor as an expression of concern for their own well-being;
5. Report dangerous or unsafe conditions observed at work; and
6. Refrain from horseplay at all times.

B. UNSAFE CONDITIONS

1. Employee Responsibility. Every employee is responsible for safety as a specific job assignment. To achieve the District goal of providing a safe work place, everyone must be aware of safety at all times. Employees shall report immediately any unsafe or hazardous condition directly to a supervisor, if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible.
2. Management Responsibility. Each department supervisor shall frequently review the need for implementing safety practices, policy or procedures warranted by hazards. Each accident and "near miss" is cause for review. A copy of such policies shall be delivered to all department employees. Department heads will periodically involve employees in the process. The need for periodic training shall be considered, and arranged as determined by the department head.
3. Managing Unsafe Conditions. It is every employee's responsibility to observe and identify conditions which could pose a hazard to employees or to the general public.
After identifying the problem, employees at the scene are expected to:
 - a. Safely eliminate the hazard and obtain necessary assistance;
 - b. Safely control the hazard by enclosure or guard;
 - c. Employ avoidance procedures; and
 - d. Use personal protective equipment as appropriate.

C. ACCIDENT REPORTING

Accidents involving the District must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to the Fire Chief.

1. Vehicular Accidents. Accidents involving other District owned vehicles or personal vehicles being operated on District business must also be reported to a police agency for investigation. Any accident resulting in personal injuries or death must be reported immediately to the District office.
2. Other Accidents. Accidents involving damage to equipment or property, or personal injury, must also be reported to Fire Chief. The Fire Chief will determine the need for further investigation.

D. EMPLOYEE INJURY REPORT

In case of an accident involving personal injury to an employee, regardless of how serious, a supervisor and the Fire Chief should be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and State laws, leading to difficulties in processing insurance and benefit claims. Injured workers must fill out a Worker's Compensation Report form and submit it as soon as possible to the Safety Officer. All injuries must be reported in a timely manner to avoid risk of claim denial. The Safety Officer will provide advice and assistance to any person filling out a Worker's Compensation Report.

If an injury results in the death of an employee, then the supervisor shall immediately notify the Safety Officer who, in turn, shall immediately notify the Special District Association of Oregon and the District's insurance carrier by phone. The Safety Officer will then proceed to process a claim report form.

The appropriate entries shall be made in the OSHA 200 Report log.

E. WORKER'S COMPENSATION INSURANCE

If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state worker's compensation law. The District carries worker's compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

F. RETURN-TO-WORK POLICY

The following procedures must be followed by employees who wish to return to work following an on-the-job injury which has resulted in the employee being off work.

1. All requests to return to work must be made in writing, dated and signed by you.
2. All requests to return to work must be accompanied by a dated, written release signed by your attending physician. This release must clearly specify whether you are released for your former job or are restricted in any way and include any request for reasonable accommodation.
3. Requests to return to work must be made no later than the seventh regular work day following the date of your physician's signature on the written release. Except where, in our opinion, extenuating circumstances exist, failure to make a timely request terminates your right to reinstatement or re-employment. Failure

to seek a written release upon your becoming able to return to work may constitute abandonment of your right to reinstatement or re-employment.

4. Requests to return to work may be brought in personally or mailed to the District. If mailed, the request should be directed to the person listed in No. 5 below. Requests brought in personally will be deemed made the date on which the written request is given to the District. Mailed requests will be deemed made on the date of receipt. All requests will be date stamped upon receipt.
5. All requests to return to work must be directed to Fire Chief.
6. If your former job or a suitable alternative is not available at the time of your request, you must contact the Fire Chief in person or by telephone once a week to renew your request. If a period of 10 days elapses without such a contact, you will be considered to have abandoned your right to be returned to work.
7. All job offers will be made by telephone. It is your obligation to keep the District advised of any changes in your telephone number.
8. If you are offered a suitable position in response to your request to return to work and you refuse to accept it, you will be considered to have voluntarily terminated your employment and abandoned your right to reinstatement or re-employment.

G. LIGHT DUTY WORK ASSIGNMENTS

Disabled employees who are temporarily assigned light duty work as a reasonable accommodation but are unable to perform the essential duties of their job may be required to provide a medical evaluation after 60 days from their treating physician so that the Fire Chief may determine whether the employee is capable at that time of performing the essential functions of the job, with or without reasonable accommodation. The District offers light duty accommodations only for those employees whom the Fire Chief may anticipate will recover the ability to perform all the essential functions of the job within a reasonable time. If recovery becomes doubtful, the Fire Chief may discontinue the light duty assignment. No light duty assignment is intended to become permanent.