

EYE ON OSHA

OSHA Compliance - Beyond the Basics

Proceed with Caution

OR-PRIMA FALL CONFERENCE
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SERIOUS ACCIDENT OR FATALITY OCCURS

- If necessary:
 - Provide first aid.
 - Call emergency services.
- Notify upper management & safety department.
- Notification to OSHA-If & when required.

Reporting Accidents/Fatalities

- Employers must report work related serious accidents (hospitalizations) & fatalities to OR-OSHA within 8 hours; other less serious accidents within 24 hours
 - Use time wisely
 - Conduct preliminary investigation
 - Prepare involved employees

Investigation of Injuries

- **OAR 437-001-1060:** Each **self-insured employer and each member of a group self-insured program** shall implement a loss prevention effort for each of its locations, which identifies and controls all reasonably discoverable occupational safety and health hazards and items not in compliance with... safety and health laws, rules and standards...**This loss prevention effort shall include at least the following:**

Self-Insured Loss Prevention Effort

- The loss prevention effort required by OAR 437-001-1060 requires:

- (1) Management commitment to health and safety;
- (2) An accountability system for employer and employees;
- (3) Training practices and follow-up;
- (4) A system for hazard assessment and control;
- (5) A system for investigating all recordable occupational injuries and illnesses that includes corrective action and written findings;**

Accident Investigations

- **(5) A system for investigating all recordable occupational injuries and illnesses that includes corrective action and written findings.**

- What does this rule require?
 - Identify Recordable Event;
 - Investigation;
 - Corrective action
 - Written findings.

Accident Investigations

- ALL Employers
 - Obligated to conduct Accident Investigation
- Self-Insured Employers
 - Obligated to generate written findings
- All Employer Accident Investigations =
 - Fertile ground for OR-OSHA
 - Target-rich environment for plaintiffs' lawyers

Investigation Concerns

- Identify OSHA violations
- Awareness of "Willful" label
- Potential for Civil Liability
 - Third Party Cases
 - Exclusive Remedy Erosion
- Query:
 - Are investigation findings discoverable?
 - To OR-OSHA?
 - To Plaintiffs' Lawyers?

Only "Recordable" Injuries Must be Investigated

- OAR 437-001-0700(5):
 - An injury or illness is recordable when:
 - It is work related;
 - It is a "new case;"
 - It meets at least one of the general recording criteria or specific cases required to be recorded.

Work Relatedness

- Work related according to OR-OSHA =
 - OAR 437-001-0700(6)
 - An event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness.
 - Presume work-relatedness for injuries and illnesses resulting from events or exposures occurring in the work environment...
- HOWEVER: Work Relatedness = Employer choice

Multi-Employer Worksites - Unique Considerations

- Written accident investigation reports that are not privileged
- Employers pointing fingers at one another
- OSHA Cites multiple entities re: a single accident
- Potential Tort/OSHA liability of owners, architects, general/sub contractors under the ELA, etc.

Any of which can lead to:

- **Third party claims against employers with significant damage claims in Civil Actions (*per se* negligence claims)**

ACCIDENT INVESTIGATIONS...

EMPLOYER GOALS

- Best Practice: Every work accident should be investigated...
 - If investigation results are in writing:
 - Without attorney involvement document "in anticipation of potential litigation" = weak protection
 - With attorney involvement document "in anticipation of potential litigation" = strong protection
- The Employer investigation should identify:
 - Potential hazards
 - Potential employee exposures
 - Compliance with the Employer's safety program, or
 - Discipline for lack of compliance with safety program
 - What happened...Where it happened...When did it happen
 - Witnesses
 - Why did it happen = Causes ...
 - Steps to avoid recurrence

Employer Investigation Considerations

- Serious accident = Potential for civil liability
 - OSHA Citations often springboard civil litigation
- OSHA gets Employers' info absent privilege
 - OSHA files, upon completion of the investigation, become public records
- Benefit of early involvement legal counsel
 - Employer's investigation = attorney work product
 - Mitigate emotion/guilt factor in investigation
 - Attorney work product is not subject to disclosure

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The Investigation Starts

- Do NOT disturb the accident scene!
 - Outside of helping the injured worker, don't remove, add or move anything at the scene.
 - Crucial evidence can be destroyed or tainted if it is moved from its original location.
 - If evidence is disturbed, it is deemed "tainted".
- Secure the scene.
- Preserve the Evidence:
 - Photos, samples, etc.
- Identify, separate and interview witnesses
 - Interviews done under direction of counsel
- Documentation of facts goes through the attorney or attorney retained investigator.

Gather Information- At Direction of Counsel

- Note relevant environmental conditions
- Take samples as needed
- Note housekeeping and general working environment
- Note floor or surface condition;
- Take Pictures/Video ... More = Better;
- Draw/Diagram the scene.

Interview The Witnesses

At Direction of Counsel

- Issues:
 - Speak with each employee privately
 - Speak with employees as a group
 - Timing... When to speak with witnesses
- Ask open ended questions & LISTEN
 - Location at the time of the accident?
 - Observations (before and after the accident)?
 - What was heard (before and after)?
 - What did witnesses do (before and after)?
 - What did others do (before and after)?

OSHA EMPLOYEE INTERVIEWS

Private interviews of employees:

- Consent.
- Who can be present?
- Who should be present?
- Written statements... Recorded statements.
- Can OSHA inspectors require "sworn" statements (i.e. under penalty of perjury)?

Statements

- Any statements made by employees or the employer representative or "supervisors" can and will be used against the employer if not obtained under privilege.
- Prepare employees, in advance, for the OSHA interview process in general, and accident related interviews in particular.
 - Be completely honest = DON'T GUESS.
 - Only report what you know = DON'T SPECULATE.
 - "What you know" = What you did...What you saw/smelled/touched etc. What you heard. NOT WHAT YOU THINK "MUST HAVE HAPPENED."
 - Listen to the question ... answer the question.
 - If you don't know the answer, say so.

WRITE THE REPORT

(If you must)

- What happened
- How did it happen
- Why did it happen
- List witnesses:
 - Include contact information.
- Equipment involved
- Conditions at the accident site
- Recommendations to prevent recurrence
(be very careful with this one)
- REMEMBER – OR-OSHA is entitled to obtain accident investigation and any other accident related reports unless prepared by or for the employer's counsel.

CITATION BASICS

VALID CITATION ELEMENTS:

- 1) Existence of a hazard
- 2) Employee exposure to the hazard
- 3) Employer knowledge, actual or constructive, of the hazard
 - *Constructive Knowledge Considerations*
 - (a) *Employee Misconduct*
 - (b) *Supervisor Misconduct*

POTENTIAL CITATION IMPACT

Criminal Liability

- Where fatality linked to willful violation of OR-OSHA code, criminal charges/fines under OSEA of corporate entity, &/or **management/supervisory** individuals, can happen
- Local DA's can always bring criminal indictment without reference to, or in addition to, OSEA

Civil Liability

- An employer's citation history is publically accessible
- Plaintiff's attorneys will try to introduce citation history in any personal injury case
 - Negligence *per se* triggered when injury/death linked to violation of OR-OSHA code
 - Even if negligence *per se* not an issue, OR-OSHA codes can be used to identify the "standard of care" an employer should have met.

THIRD PARTY LIABILITY

- On Multi-Employer worksites, injured employees may sue any entity other than the direct employer.
- Any information or evidence obtained by OSHA is discoverable in third party (civil) litigation.
- Direct employers may not be protected by w/c exclusive remedy provisions if:
 - The involved equipment has been intentionally, negligently, or recklessly modified, or
 - A willful citation alleged that a code violation caused or contributed to the accident happening

SUMMARY

- Hope for the best but prepare for the worst
- Serious Accidents involving employees &/or third parties happen are commonplace
- If required to prepare a written report – proceed with caution
- Worst case scenario = OSHA **wrongly** cites an employer for “causing” a work related accident/fatality
- Employer's investigations are critical - don't leave it up to OSHA to “get it right”

PROTECT YOURSELF

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Thank You.

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City Risk
Oregon PRIMA
Fall Conference 2015



Selecting, Implementing, Monitoring:
The Fundamentals of Self-Insured
Loss Prevention Efforts



The Rules!
Oregon OSHA (OR-OSHA)
Self-Insured and Group Self-Insured
Employer's Program
OAR 437-001-1050 through 437-001-1060
Division 1 Administrative Rules



The Rules!

Self-Insured and Group Self-Insured
Employer

- 1050 - Loss Prevention Assistance
- 1055 – Loss Prevention Programs
- 1060 – Loss Prevention Effort



Loss Prevention Assistance
OAR 437-001-1050



Loss Prevention Assistance

- Make available to each workplace or group locations occupational safety & health loss prevention assistance





Loss Prevention Assistance

- Acknowledge all non-hazard requests within 30 days by scheduling a date to provide loss prevention services





Loss Prevention Assistance

- Provide loss prevention services "as soon as possible" for imminent danger from a hazard





Loss Prevention Assistance

- Provide loss prevention services "as soon as possible", but no greater than 30 days for hazards not an imminent danger

**< 30 Days
for Services**



Loss Prevention Programs

OAR 437-001-1055



Loss Prevention Programs

- Establish and implement a written occupational health & safety loss prevention program for each location





Loss Prevention Programs

- Programs must provide a loss prevention effort within normal job functions for the prevention or reduction of injuries and illnesses

**WORKER'S
FREQUENCY OF COMPENSATION
INCIDENTS COSTS**

↓ 36% ↓ 52%



Loss Prevention Programs

- Programs must inform managers and the workplace locations of the availability and process for requesting loss prevention assistance





Loss Prevention Effort
OAR 437-001-1060



Loss Prevention Effort

- Each location shall implement a loss prevention effort, that identifies and controls all reasonably discoverable:
 - Occupational Safety & Health hazards
 - Items not in compliance with OR-OSHA occupational safety & health regulations



Loss Prevention Effort

•Assist in developing and implementing the following 10 loss prevention efforts:

1. Management commitment to health & safety
2. An accountability system for employer & employees



Loss Prevention Effort

3. Training practices and follow-up
4. A system for hazard assessment and control
5. A system for investigating all recordable occupational injuries & illnesses (corrective action & written findings)



Loss Prevention Effort

6. A system for evaluating, obtaining & maintaining personal protective equipment (PPE)
7. On-site routine industrial hygiene & safety evaluations to detect physical and chemical hazards (implementation of engineering or administrative controls)



Loss Prevention Effort

8. Evaluation of workplace design, layout and operation, and assistance with job site modifications utilizing an ergonomic approach
9. Employee involvement in the health and safety effort



Loss Prevention Effort

10. Annual evaluation of the employer's loss prevention activities base on the locations current need

In addition, records are to be maintained that document the assistance provided to each member of the group



Loss Prevention Effort

1. Management commitment to health & safety:





Loss Prevention Effort

1. Management commitment to health & safety:






Loss Prevention Effort

1. Management commitment to health & safety:






Loss Prevention Effort

2. An accountability system for employer & employees:



Does the written program include all the requirements of OAR 437-001-0760 "Rules for All Workplaces"?



Loss Prevention Effort

2. An accountability system for employer & employees:






Loss Prevention Effort

3. Training practices and follow-up:






Loss Prevention Effort

3. Training practices and follow-up:




City Risk

Loss Prevention Effort

3. Training practices and follow-up:



The diagram illustrates a continuous cycle of training and performance improvement. The cycle consists of four stages: Training, Coaching, & Feedback; Performance Monitoring, Evaluation, & Assessment; Tracking & Goal Setting; and PERFORMANCE STANDARDS. Arrows indicate a clockwise flow from one stage to the next, with the center box also influencing the cycle.

City Risk

Loss Prevention Effort

4. A system for hazard assessment and control:



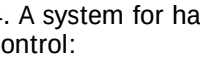
The illustration shows a group of five stylized white figures sitting around a round table, engaged in a meeting. Above them is a yellow diamond-shaped sign that reads "Safety Committee". To the right is a "Hazard observation card" with a grid of 16 icons representing various hazards (e.g., fire, falling objects, electrical, slips/trips, etc.). The card includes fields for "Name", "Date", "Time", "Location", "Description", "Assessment", and "Action". It also features a "City Risk" logo and a "Safety Committee" logo at the bottom.

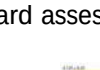


City Risk

Loss Prevention Effort

4. A system for hazard assessment and control:







Loss Prevention Effort

4. A system for hazard assessment and control:






Loss Prevention Effort

4. A system for hazard assessment and control:

Risk Rating = Likelihood x Severity

	1	2	3	4	5
5 Catastrophic	5	10	15	20	25
4 Significant	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Low	2	4	6	8	10
1 Negligible	1	2	3	4	5

Likelihood

1 Rare
 2 Unfrequent
 3 Occasional
 4 Frequent
 5 Continuous

Hierarchy of Control

Apply the highest level of control commensurate with the risk level- lower value controls may be used in the interim until long-term controls are implemented.



ELIMINATION
SUBSTITUTION
ENGINEERING
ADMINISTRATIVE
BEHAVIOR
PPE

↑ Increasing effectiveness and sustainability

↓ Increasing the degree and duration needed



Loss Prevention Effort

5. A system for investigating all recordable occupational injuries & illnesses (corrective action & written findings):






Loss Prevention Effort

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Root Cause Analysis Basics




The word root, in root cause analysis, refers to the underlying causes, not the root cause.



Loss Prevention Effort

5. A system for investigating all recordable occupational injuries & illnesses (corrective action & written findings):

Risk Rating = Likelihood x Severity

	Extremely Rare	Rare	Occasional	Frequent	Very Frequent
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Minor	3	6	9	12	15
Very Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Legend: Catastrophic: STOP, Major: IMMEDIATE ACTION, Minor: ACTION, Very Minor: MONITOR, Insignificant: NO ACTION

Hierarchy of Control

Apply the highest level of control commensurate with the risk level- lower value controls may be used in the interim until long-term controls are implemented.





Loss Prevention Effort

5. A system for investigating all recordable occupational injuries & illnesses (corrective action & written findings):






Loss Prevention Effort

6. A system for evaluating, obtaining & maintaining personal protective equipment (PPE):






Loss Prevention Effort

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Loss Prevention Effort

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Loss Prevention Effort

7. On-site routine industrial hygiene & safety evaluations:





Loss Prevention Effort

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Loss Prevention Effort

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Loss Prevention Effort

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Loss Prevention Effort

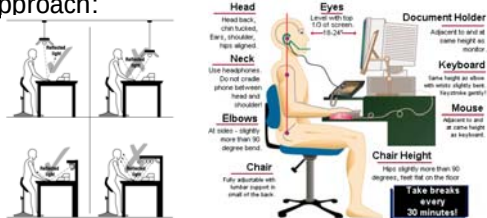
7. On-site routine industrial hygiene & safety evaluations:





Loss Prevention Effort

8. Evaluation of workplace design, layout and operation, and assistance with job site modifications utilizing an ergonomic approach:





Loss Prevention Effort

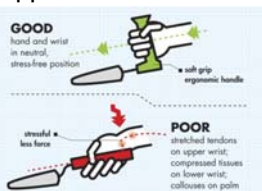
8. Evaluation of workplace design, layout and operation, and assistance with job site modifications utilizing an ergonomic approach:






Loss Prevention Effort

8. Evaluation of workplace design, layout and operation, and assistance with job site modifications utilizing an ergonomic approach:






Loss Prevention Effort

9. Employee involvement in the health and safety effort:






Loss Prevention Effort

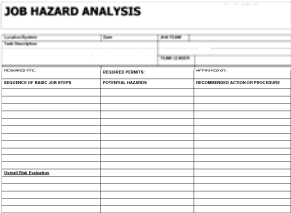
9. Employee involvement in the health and safety effort:






Loss Prevention Effort

9. Employee involvement in the health and safety effort:






Loss Prevention Effort

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Loss Prevention Effort

10. Annual evaluation of the employer's loss prevention activities base on the locations current need:



Workers Compensation



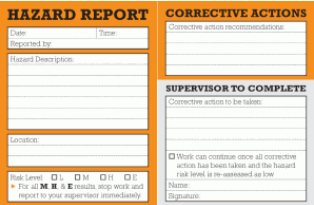
LIABILITY CLAIMS



Loss Prevention Effort

10. Annual evaluation of the employer's loss prevention activities base on the locations current need:







Loss Prevention Effort

10. Annual evaluation of the employer's loss prevention activities base on the locations current need:

Audit or GAP analysis findings for written Health & Safety programs and training

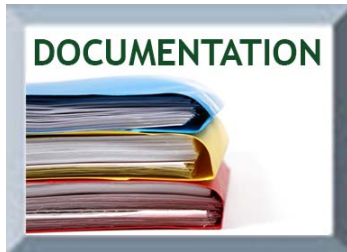


Health and Safety



Loss Prevention Effort

Documentation of Loss Prevention Effort provided:





What did we do?



City of Portland

- Evaluated the services being provided for loss effort and the documentation (GAP analysis)
- Found deficiencies in the loss effort provided and required documentation
- Developed a plan to address the deficiencies in focused actions



City of Portland

Action #1:

- Respond to all requested services based on the criteria of the request
- Focused exclusively on completing and documenting on-site physical evaluations and reviews of select written programs



City of Portland

Action #1:

- The evaluations took about 2 years to complete due to the number of bureaus and divisions (including some resistance)
- The evaluations were comprehensive (wall to wall) to provide a baseline for each location, called "Self-Insured Review"



City of Portland

Action #1:

- Developed tools for the non-safety professional:
 - Program checklists in question format
 - Risk matrix
 - Written program templates



Program Review Checklists



City of Portland

- Reviews indicated a need to provide tools for non-safety professionals to assist with program & site reviews
- “Program Review Checklists” were developed to assist with this need
- Checklists for regulations were made as questions with a “Yes/No” response



City of Portland

- A total of 23 Checklists have been developed to date:

Acetylene	Fire Prevention Plan	Posting Requirements
Blood Borne Pathogens	Fixed Industrial Stairs	Recordkeeping & Reporting
Confined Space	Fixed Industrial Ladders	Respiratory Protection
Control of Hazardous Energy	Hazard Communication	Rules for All Work Places
Emergency Action Plan	Occupational Noise	Safety Committees
Employee Alarm System	OSHA Logs & Reporting	Spray Finishing
Exits & Exit Routes	Personal Protective Equip	Walking & Working Surfaces
Fire Fighters	Portable Ladders	



Emergency Action Plan OAR 637-002-0042
Program Assessment

Location: _____

Address: _____

Attorney(s): _____

Date: _____

	Case Scenario	Requirement	Yes	No
(1) Development		Does location have more than (3) employees? If location has less than 3 employees, is the plan written? IF NOT APPLICABLE, PUT N/A IN BOTH COLUMNS If plan is written, is there documentation of the plan being communicated verbally? DOES IN SHEET FOR COMMUNICATIONS? IF NOT APPLICABLE, PUT N/A IN BOTH COLUMNS		
		If location has more than 30 employees, is the plan written? IF NOT APPLICABLE, PUT N/A IN BOTH COLUMNS Is the written plan in the work area and available upon request? IF NOT APPLICABLE, PUT N/A IN BOTH COLUMNS		
		Does the written program include the following: Procedures for emergency evacuation? The type of evacuation and exit route assignments? Procedures to account for all employees after the evacuation? Procedures for reporting fires and other emergencies? Procedures for emergency operation or shutdown of critical equipment before evacuation? IF NOT APPLICABLE, PUT N/A IN BOTH COLUMNS Procedures for rescue and medical aid? IF NOT APPLICABLE, PUT N/A IN BOTH COLUMNS Name or job title of employees to contact for more information about the plan or emergency under the plan?		
(2) Written Elements for Protection				
(3) Employee Alarm System		Is there a properly working employee alarm system? DOESN'T IS IT TESTED, IS TESTING DOCUMENTED? Does the alarm use a distinctive signal for each emergency identification purpose? IF NOT APPLICABLE, PUT N/A IN BOTH COLUMNS		
		Does the alarm system incorporate any 24-hour telephone alarm system? UTILIZE PROGRAM ADAPTORSHIP FOR 24-HOUR ALARM SYSTEM?		
		Have employees designated to assist in the safe emergency evacuation of other employees (assigned) received training in the emergency evacuation procedure? DOES IT DOCUMENT?		
(4) Training				
		Is the emergency action plan reviewed when the plan is or the employees is in the plan? DOES IT DOCUMENT? When the employees responsibilities change? DOES IT DOCUMENT? When the plan changes? DOES IT DOCUMENT?		
(5) Employee Evacuation				



Risk Matrix



City of Portland

- Reviews found not all bureaus and divisions had any form of risk ranking criteria
- “Risk Matrix” was developed to assist with this need
- The matrix is random generated, but usable for all forms of corrective actions

		SEVERITY				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CRITICAL
LIKELIHOOD	ALMOST CERTAIN (91-100%)	MODERATE RISK	HIGH RISK	EXTREME RISK	EXTREME RISK	EXTREME RISK
	LIKELY (76-90%)	MODERATE RISK	MODERATE RISK	HIGH RISK	EXTREME RISK	EXTREME RISK
	POSSIBLE (26-75%)	LOW RISK	MODERATE RISK	HIGH RISK	EXTREME RISK	EXTREME RISK
	UNLIKELY (11-25%)	LOW RISK	LOW RISK	MODERATE RISK	HIGH RISK	EXTREME RISK
	RARE (1-10%)	LOW RISK	LOW RISK	MODERATE RISK	HIGH RISK	HIGH RISK

RISK TYPE	SEVERITY				
	Insignificant	Minor	Moderate	Major	Critical
Injuries (Personnel & Public)	No injury occurs	Minor injury; first aid injury	Single medical treatment injury; no disabilities	Multiple medical treatment injuries; permanent disability	Fatality; multiple fatalities
Environmental Impact (Air, Water, Soil)	No environmental impact, soils spills cleaned immediately; no releases to water or air	Minor local pollution to soil & water; limited to temporary impact in single area within controlled boundaries; no species losses; full restoration and mitigation; air release natural dispersion with no impact	Recordable quantity release (air, soil, water); limited to single impact area contained (soil, water) and mitigated; air dispersion no impact on environment or vulnerable population; no species losses	On-going recordable release; release not limited to contained area; species losses; impact to vulnerable or public population; impact to environment with large scale abatement	Uncontrollable recordable releases; large scale species losses or extinction; health impact to all populations; long term impact to environment
Equipment/Property Damage	< \$1,000.00	\$1,000.00 - \$10,000.00	\$10,000.00 - \$20,000.00	\$20,000.00 - \$100,000.00	> \$100,000.00
Operational Continuity (Service interruption for city & public services)	Service losses less than 5 - 10 minutes increments	Service losses 10 minutes to 1 hour	Service losses 1 hour to 3 hours	Service losses 3 hours to 24 hours	Service losses greater than 24 hours
Public Image (City Reputation)	No impact on image	Public concern (Single complaint)	Public concern (multiple complaints); local media coverage; city image impaired	Public protest; local & national media coverage; city image damaged	Public outrage; continuous local coverage; national or world coverage; city image critically damaged



Program Templates



City of Portland

- Included in the physical reviews were select written program reviews
- Findings indicated a need for programs, especially in office environments without a bureau safety professional
- Program templates were developed to assist with correcting program needs



City of Portland

- A total of 10 program templates have been developed to date:

Blood Borne Pathogen	Hazard Communication
Chemical Hygiene Plan	Injury & Illnesses Reporting
Emergency Action Plan	PPE Evaluation Form
Fall Protection	PSM Compliance Audit
Fire Prevention Plan	Respiratory Protection



City Risk

Template
Hazard Communication Training

Scope
The Employee Information and Training contained within this document is designed to meet the requirements of 2910.1200 Hazard Communication (H), Employee Information and Training.
(Put in bureau name or workable location) employees are provided this information and training on hazardous chemicals in their work area upon initial assignment and whenever a new chemical hazard they have not been previously trained about is introduced to their work area.
Chemical specific information is always available to employees at any time through labels and the Safety Data Sheets (SDS).

Hazard Communication - Information
The Hazard Communication has defined "information & training" requirements. The "information" to be provided includes the following:
Hazardous Chemical Operations
Operations involving hazardous chemicals at (Put in bureau name or workable location) are performed at the following locations:
"List the operations at the workplace that involve hazardous chemicals and types of chemicals used."
Hazard Communication Program & Safety Data Sheets (SDS)
The written Hazard Communication program is located/available at (List where the written program is kept). Define how to access the written program, in a hard copy or available in electronic format and how to access it. If the written program is electronic, define where the back-up program is located and how to access it. This may be hard copy or a stand-alone electronic program such as on a dedicated laptop to access.
The Safety Data Sheets (SDS) for all hazardous chemicals are located/available at (List where the SDS's are kept). Define how to access the SDS, are they a hard copy or available in electronic format and how to access it. If the SDS's are electronic, define where the back-up program is located and how to access it. This may be hard copy or a stand-alone electronic program such as on a dedicated laptop to access.

Hazard Communication - Training
Methods & Observations for Detection
Detection of the presence or release of a hazardous chemical is critical for employees to respond to the incident or to evacuate the area. There are a variety of ways to detect chemicals, but employees must always review the Safety Data Sheets (SDS), Sections 2, Physical & Chemical Properties and all other sections of the SDS for the chemicals in their work area prior to using the chemical.

Hazard Communication Training Study Session 12/10 3



Self-Insured Reviews

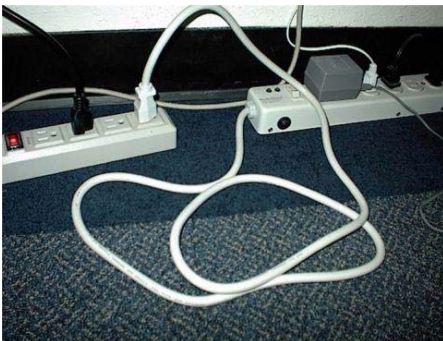


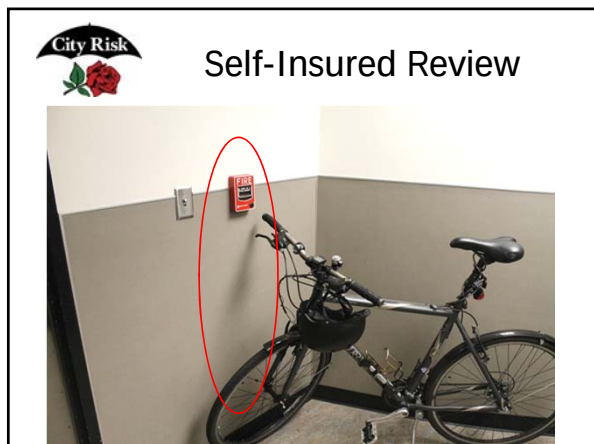
Self-Insured Review

- The reviews are focused on OR-OSHA regulatory compliance for the physical work place and for select written occupational safety & health programs
- Review scope is based on work environment (Office versus Industrial Work) to develop baselines for work locations

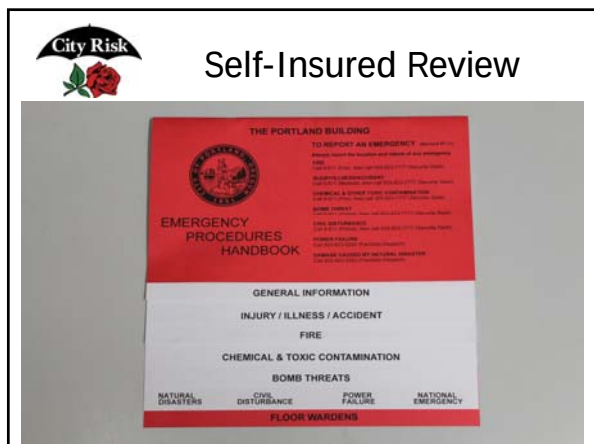


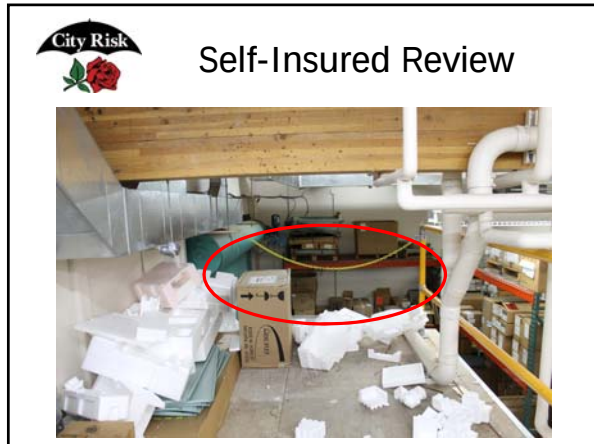
Self-Insured Review

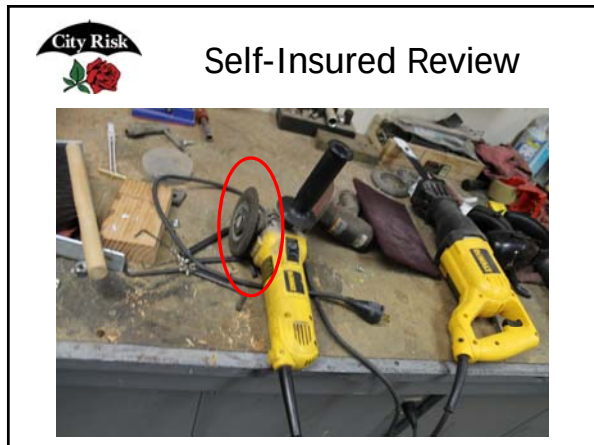


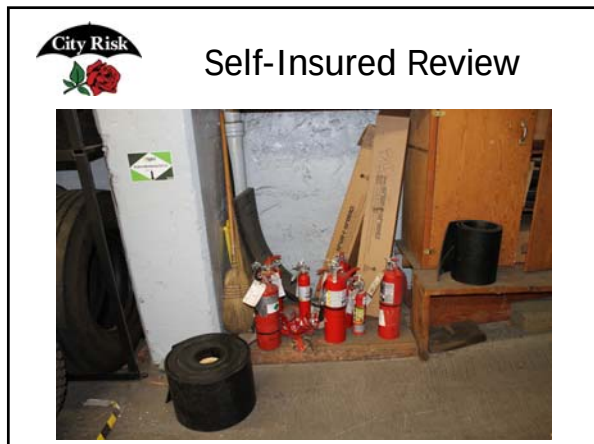


The image shows OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses. The form is for the year 2010 and is for the establishment "Carter & Carter Construction, LLC" in Auburn, MA. The form includes sections for identifying the person, describing the case, and classifying the case. The City Risk logo is in the top left corner.











Corrective Action Plan

Finding #	Corrective Action	Responsible Personnel	Expected Completion Date	Date Completed	Signature of Completion
1	Remove flammable containers from file cabinet				
2	Remove power cords on floor				
3	Post OSHA 300 Log for 2015				
4	Remove garbage can blocking fire exit				
5	Remove "daisy chained" electrical breakers				

I hereby certify that all Corrective Actions for the Self-Insured Review performed for OMF location XXXXXXXX have been completed and documentation of completion is available on file

Responsible Supervisor: XXXXXXXX – Supervisor, OMF

(Signature)

Date of Verification of Completion



Corrective Action Plan

Finding #	Corrective Action	Responsible Personnel	Expected Completion Date	Date Completed	Signature of Completion
1	Remove flammable containers from file cabinet	John Jones	08/15	08/15	<i>John Jones</i>
2	Remove power cords on floor	John Jones	08/15	08/15	<i>John Jones</i>
3	Post OSHA 300 Log for 2015	Sally Smith	08/30	08/20	<i>Sally Smith</i>
4	Remove garbage can blocking fire exit	John Jones	08/15	08/15	<i>John Jones</i>
5	Remove "daisy chained" electrical breakers	Sally Smith	08/15	08/15	<i>Sally Smith</i>

I hereby certify that all Corrective Actions for the Self-Insured Review performed for OMF location XXXXXXXX have been completed and documentation of completion is available on file

Responsible Supervisor: XXXXXXXX – Supervisor, OMF

Sally Smith
(Signature)

August 24, 2015
Date of Verification of Completion



City of Portland

Action #2:

Presenting the “Self-Insured Reviews” to bureau directors (July – October 2015)

- Office of Management & Finance (OMF)
- City Fleet (OMF)
- Portland Bureau of Transportation (PBOT)
- Portland Bureau of Water (Water)
- Portland Bureau of Environmental Services (BES)



City of Portland

Action #3:

- Scheduled for the next year (September 2015 through end of August 2016)
- Focus on the other elements of loss efforts in conjunction with requests for services



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