

SECTION:	Health Safety Security		POLICY #:	507
TITLE:	Coordination of Health, Safety, and Environmental Issues		PROCEDURE #:	
			ORDER #:	96-9
DEPT:	Business Services		DIVISION: Risk Management	
ADOPTED:	9/92	REVIEWED:	1/96	REVISED: 10/23

SUBJECT: COORDINATION OF HEALTH, SAFETY, AND ENVIRONMENTAL ISSUES

1 Purpose

- 1.1 To establish a coordinated response to health, safety, and environmental issues resulting from citations for violation of safety, work environment or environmental protection standards.
- 1.2 Citations may be initiated by Oregon Occupational Safety and Health (OR-OSHA), Environmental Protection Agency (EPA) Department of Environmental Quality (DEQ) or Fire Marshal.

2 General Policy

- 2.1 The Risk Manager will be responsible for project leadership and coordination in response to citations for violations and to ensure compliance with existing and future laws, rules, and regulations.

3 Policy Guidelines

- 3.1 The Risk Manager and Department Head/Designee will provide leadership to coordinate resources in a timely manner to respond to citations and the need for compliance.
- 3.2 Risk Management and Department Head/Designee will serve as a clearing house for administrative management monitoring and knowledge of health, safety and environmental issues affecting the County.
- 3.3 When a department is cited for a violation of safety, work environment, or environmental protection standards (OSHA, EPA, DEQ or Fire Marshal) the department shall:
 - 3.3.1 Send the citation to Risk Management and Legal Counsel.
 - 3.3.2 The Risk Manager shall send a copy to the Chief Administrative Officer and the Board of Commissioners.
 - 3.3.3 The Risk Manager shall initiate meetings with appropriate departmental staff, Legal Counsel, and other involved individuals, to discuss the County's response, allocation of responsibilities, and resources; and to establish a work schedule for timely response.

4. Other Issues

- 4.1. The Risk Manager shall document decisions, project assignments and shall provide periodic updates to the Board of Commissioners and the Chief Administrative Officer until the issue has been resolved.

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