



# Safety and Health Policy

Adopted by Resolution No. 2016-09 August 23, 2016

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\* Updated with Rev. 2020.02.18

# INTRODUCTION

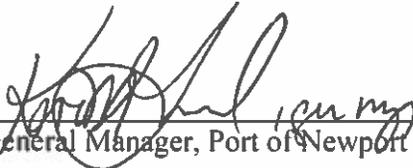
The Port of Newport is committed to providing and maintaining a safe and healthy work place for its employees. We believe that accidents can be prevented and that every employee is entitled to work under the safest possible conditions.

The Port of Newport will make every reasonable effort to promote loss prevention activities and will provide 1) safe working equipment, 2) necessary personal protection and, 3) in the event of an injury, emergency first aid and/or medical services.

It is the responsibility of every employee, the General Manager, and the Board of Commissioners to provide for a safe and healthy work area, safe equipment, and safe work practices. We need the full cooperation and effort of everyone to integrate loss prevention activities into both normal and non-routine business operations.

  
\_\_\_\_\_  
President, Board of Commissioners

8/31/2016  
Date

  
\_\_\_\_\_  
General Manager, Port of Newport

8/23/2016  
Date

# 1. Safety and Health Policy Statement

It is the intent of The Port of Newport to provide a safe environment for employees and volunteers. It is also our intent to properly manage any incidents that occur so as to minimize injury and other forms of loss. A well-managed workplace safety program can benefit our organization and its people in countless ways. In order for the Port of Newport to achieve our goals, we have developed a workplace safety program outlining the policies and procedures regarding employee and volunteer health and safety. Each and every individual must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety program.

While management (the workplace safety officer and/or workplace safety committee) will be responsible for developing and organizing this program, its success will depend on the involvement of each employee and volunteer. We look forward to your cooperation and participation.

## 1.1. Accountability

**1.1.1. Formal standards of behavior and performance.** The Port of Newport has written safety plans, policies, programs, processes, and procedures that are formulated by management and clearly communicated to each employee.

**1.1.2. Resources and support to meet defined standards.** Management will provide the physical resources (tools, equipment, materials, workstations, facilities) and other support (education, training, scheduling, and culture) to achieve defined standards.

**1.1.3. Behavior and performance.** Informal processes occur daily as a result of effective supervision that may be defined as "detecting and correcting hazardous conditions and unsafe behaviors before they result in an injury". All Employees are held accountable for only those responsibilities over which they have control. What an employee actually controls in the workplace depends on the position they hold. With greater assigned responsibility comes greater fixed accountability. Accountability follows control.

**1.1.4. Consequences.** When employees perform unsafe behaviors, actions will be initiated per the personnel policy. Employees will be disciplined if they choose unsafe behaviors.

**1.1.5. Applying discipline appropriately.** Repeated safety infractions by an employee is considered serious. Discipline will be considered per the procedures found in the personnel policy.

**1.1.6. Evaluation of the accountability system.** All systems and subsystems require a continual examination of internal processes to make sure the system is functioning properly. Safety staff should conduct ongoing analysis and evaluation of all processes within the safety accountability system.

## **2. Safety and Health Loss Prevention Program**

The safety and health of all workers/employees is a shared goal of all who work for the Port of Newport. The Port's policy is that all managers, supervisors, and other employees share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The Port of Newport has an established safety committee consisting of management and labor representatives that holds regularly scheduled safety meetings. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the Port's safety program.

The Port of Newport expects all management and hourly employees to participate in the following actions:

- 2.1. Strive to achieve zero accidents and injuries.
- 2.2. Take reasonable steps to improve safety and health rules.
- 2.3. Assist in loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards.
- 2.4. Identify reasonable and appropriate mechanical and physical safeguards.
- 2.5. Conduct reasonable safety and health inspections.
- 2.6. Train workers as needed in safe work practices and procedures.
- 2.7. Provide employees with personal protective equipment as appropriate to specific job tasks, and training employees in its appropriate care and use.
- 2.8. Use appropriate personal protective equipment.
- 2.9. Report hazards, unsafe work practices, and accidents.
- 2.10. Assist in the identification of the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences.
- 2.11. Supervise workers in safe work practices.
- 2.12. Enforce applicable safe work rules.
- 2.13. Participate in and support safety committee activities.
- 2.14. Review the Port's Safety and Health Program annually or as needed.

Discipline per the personnel policy process could result from a failure to pay reasonable attention to any of the above.

**IF LOSS PREVENTION ASSISTANCE IS NEEDED AT ANY TIME, CONTACT:**

Port of Newport Human Resources: 541.265.7758

Port of Newport Director of Operations:  
541.265.7758

Special Districts Association of Oregon (SDAO) Loss Control Dept.:  
800.285.5461

### **3. Safety Committee Policy Statement**

#### **3.1. Purpose**

The purpose of our centralized safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

#### **3.2. Organization**

There shall be, in most cases, an equal number of employee and employer representatives from each organizational departments. However, there may be more employee representatives than employer representatives if both groups agree. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, they will be appointed by management. Employer representatives will be appointed. Safety committee members will serve a continuous term of at least one year. The committee will elect a chairperson and a secretary every three years. Committee membership terms will be staggered so that at least one experienced member is always on the committee.

#### **3.3. Extent of Authority**

It must be clearly understood that the safety committee advises management on issues that will promote safety and health in the workplace. Written recommendations are expected from the safety committee and they will be submitted to management. In turn, management will give serious consideration to the recommendations submitted and will respond in writing to the committee within a reasonable time. A policy amendment may be drafted for Port Commission adoption.

#### **3.4. Functions**

- 3.4.1. Committee meetings and employee involvement
- 3.4.2. Hazard assessment and control
- 3.4.3. Safety and health planning
- 3.4.4. Evaluation of accountability system
- 3.4.5. Evaluation of management commitment to workplace safety and health
- 3.4.6. Accident and incident investigation
- 3.4.7. Safety and health training
- 3.4.8. Evaluation of Safety & Health Policy

#### **3.5. Recommendations**

All recommendations submitted to management must be written and should:

- 3.5.1. Be clear and concise
- 3.5.2. Provide reasons for implementation
- 3.5.3. Give recommended options
- 3.5.4. Show implementation costs and recommended completion dates
- 3.5.5. List benefits to be gained

#### **3.6. Procedures**

The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed should include but not be limited to:

- 3.6.1. Meeting date, time and location (Safety Committee Meeting Agenda)
- 3.6.2. Election of chairperson and secretary

- 3.6.3.** Order of business
- 3.6.4.** Records (Safety Committee Meeting Minutes)
- 3.6.5.** Duties of each member includes, but is not limited to:
- 3.6.6.** Reporting unsafe conditions and practices
- 3.6.7.** Attending all safety and health meetings
- 3.6.8.** Reviewing all accidents and near-misses
- 3.6.9.** Recommending ideas for improving safety and health
- 3.6.10.** Working in a safe and healthful manner
- 3.6.11.** Observing how safety and health is enforced in the workplace
- 3.6.12.** Completing assignments given to them by the chairperson
- 3.6.13.** Acting as a work area representative in matters pertaining to health and safety
- 3.6.14.** Others as determined by company safety and health needs

You can find a list of the current list of Safety Committee members posted within your employee communication area.

## **4. PROGRAMS, POLICIES & PLANS**

### **4.1. Purpose**

The Port of Newport follows all applicable Oregon OSHA standards. The Port of Newport complies with the General Duty Clause of the OSH Act, which requires employers to keep their workplace free of serious recognized hazards. The following programs, policies and plans are modeled after Oregon OSHA standards and are summarized below for quick reference. The content of the programs, policies and plans are reviewed regularly and are subject to change as laws and standards are amended. The Port of Newport programs are on file and can be referenced by all personnel as needed. The safety programs, policies and plans of the Port of Newport are not limited to the following list and may be amended as required. Contact your immediate supervisor for a list of the current safety programs, policies and plans available.

### **4.2. Safety And Health Training**

Management and employees will be trained in any of the defined training programs listed as their position requires, however, all employees are encouraged to participate in any of the programs if they have a desire to do so. Following are examples of available training.

- 4.2.1. Forklift Training
- 4.2.2. Hazard Communication Training
- 4.2.3. Lockout/Tag-out Training
- 4.2.4. First Aid & CPR Training (Including Blood-born pathogens)
- 4.2.5. Back Safety
- 4.2.6. Ergonomics
- 4.2.7. Personal Protective Equipment
- 4.2.8. Electrical Safety Training
- 4.2.9. Hoist and Crane Training
- 4.2.10. Employer and Employee Safety Responsibilities
- 4.2.11. Accident Investigation
- 4.2.12. Machine Guarding
- 4.2.13. Confined Space Training
- 4.2.14. Boaters Line Handling

### **4.3. System For Conducting An Accident Investigation**

- 4.3.1. Investigation team - Includes employees who have been trained to conduct an effective investigation. A team must include a minimum of:
  - 4.3.1.1. One employee from the work area where the accident occurred (not involved in the accident).
  - 4.3.1.2. A supervisor from a work area not involved in the accident.
  - 4.3.1.3. A safety committee representative if not included in the team above.
- 4.3.2. Gather information - Record the facts about the accident. Interview witnesses and others involved.
- 4.3.3. Analyze the facts - Identify the accident's causes and contributing factors. Determine how the accident could have been prevented.
- 4.3.4. Report the findings - Prepare a written report that describes who was involved, where the accident occurred, when it happened, and what caused it. Recommend, specifically, how to prevent the accident from happening again.
- 4.3.5. Act on the recommendations - Have management and the safety committee review the report and determine what will be done to prevent similar accidents from occurring in the future.

- 4.3.6. Follow up - Ensure that appropriate corrective action was taken to prevent the accident.
- 4.3.7. Distribution and filing – Distribute the findings and actions as needed and ensure all documentation has been filed per the Port policies.

#### **4.4. Hazard Communication Program**

##### **4.4.1. Purpose**

The purpose of the Hazard Communication Program (HazCom) is “to ensure that the hazards of all chemicals produced or imported are evaluated and details regarding their hazards are transmitted to employers and employees.”

##### **4.4.2. Scope**

The Hazardous Communication Program consists of:

- 4.4.2.1. Container Labeling
- 4.4.2.2. Safety Data Sheets (SDS)
- 4.4.2.3. Hazardous Communication Training
- 4.4.2.4. Hazardous Chemicals List
- 4.4.2.5. Non-Routine Hazardous Material Tasks
- 4.4.2.6. Contractor Requirements

Refer to the current and updated Port of Newport Hazard Communication Program on file for further details.

#### **4.5. Personal Protective Equipment Program**

##### **4.5.1. Purpose**

The purpose of this program is to establish a minimum standard for the use of personal protective equipment (PPE). The use of personal protective equipment is vital in preventing injury to employees. This program points out Port requirements, and employee compliance as a condition of employment. Failure to comply with the PPE Policy is considered just cause for disciplinary action.

##### **4.5.2. Scope**

The Port will provide or reimburse the employee for all required PPE as determined in the personnel policy for items such as life vest, steel-toed shoes, work gloves, and high visibility clothing. The Port of Newport will provide training for employees in the care and use of PPE and inspect worksites for compliance of this policy. Supervisors are responsible for setting the proper example and for enforcing this policy. Employees are responsible for maintaining and wearing PPE as required in this policy.

Refer to the current and updated Port of Newport Personal Protective Equipment Program on file for further details.

#### **4.6. Marine Safety Program**

##### **4.6.1. Purpose**

The purpose of the Marine Safety is to establish minimum standards of safety while working in our unique marine environment.

##### **4.6.2. Marine life**

The Yaquina Bay is a diversified marine environment. Large mammals such as seals and sea lions use the shoreline habitat along with docks and will be encountered. Marine mammals are wild animals and can be dangerous. Caution and distance should be maintained to avoid attack.

##### **4.6.3. Water craft & work barges**

Port owned watercraft will be operated by authorized personnel only. All boat operators must have a valid boater’s education certificate and provide proof of practical skills of safe operations.

Unless transiting Port owned vessels, there will be a minimum of two persons in the vessel for all work activities. PFD's will be worn at all times when on a port owned watercraft.

Refer to the current and updated Port of Newport Marine Safety Program on file for further details.

#### **4.7. Lockout / Tagout Program**

##### **4.7.1. Purpose**

The purpose of this established lockout/tagout program is to provide maximum safety protection from hazardous energies to our employees whenever they must service or perform maintenance on machinery and equipment.

##### **4.7.2. Scope**

These procedures shall be used by all employees authorized to service or maintain our equipment to ensure that machines or equipment are completely isolated from all potential hazardous energy sources. All employees affected in any way by servicing and maintenance activities shall also be knowledgeable of lockout/tagout procedures consisting of:

- 4.7.2.1. Application
- 4.7.2.2. Compliance
- 4.7.2.3. Authorization
- 4.7.2.4. Procedures
- 4.7.2.5. Training

Refer to the current and updated Port of Newport Lockout / Tagout Program on file for further details.

#### **4.8. Vehicle Safety Program**

##### **4.8.1. Purpose**

This program has been developed to define standards of conduct and establish mandatory training for staff, and volunteers who operate motor vehicles or equipment while conducting The Port of Newport business. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

##### **4.8.2. Scope**

This program applies to individuals who are required to operate a motor vehicle, Port-owned or personally owned, to conduct Port business.

##### **4.8.3. Definitions**

For the purpose of this program, "motor vehicle operator" refers to any staff, or volunteer, 18 years of age or older, who operates a motor vehicle while conducting Port business. "Frequently" shall be defined as once a week or more. Individuals who are under 18 year of age may not operate a motor vehicle to conduct Port business.

Refer to the current and updated Port of Newport Vehicle Safety Program on file for further details.

## **4.9 Confined Spaces Program**

### **4.9.1 Purpose**

The purpose of this program is to ensure the safety of Port employees that may enter into areas and confined spaces that are designated per OR-OSHA 437-002-0146. The primary goal of this program is to prevent accidents and minimize the risk of personal injury associated with confined spaces.

### **4.9.2 Scope**

This program applies to individuals who are trained and required to enter into confined spaces.

Refer to the current and updated Port of Newport Confined Spaces Program on file for further details.

## **4.10 Fall Protection Program**

### **4.10.1 Purpose**

The purpose of this program is to ensure that every employee who works for the Port of Newport recognizes workplace fall hazards and takes the appropriate measures to address those hazards.

### **4.10.2. Scope**

OSHA requires that fall protection be provided at elevations of four feet in general industry workplaces, five feet in shipyards, six feet in the construction industry and eight feet in longshoring operations. This program describes requirements for fall protection in the varying jobsite situations found at the Port of Newport.

Refer to the current and updated Port of Newport Fall Protection Program on file for further details.

## **4.11 Emergency Response Plan for Employees**

### **4.11.1 Purpose**

In the event of a sudden emergency situation that includes, but is not limited to, fire, explosion, earthquake, tsunami, weather, terrorist act, sabotage, work place violence, or vessel collision, Port supervisory personnel shall immediately alert all employees of the emergency situation, by verbal communication, and lend assistance to ensure a safe and orderly evacuation if required.

### **4.11.2 Scope**

Refer to the current and adopted Port of Newport Emergency Response Plan on file for further details.

## **4.12 Other**

Additional programs may be added to this list as amended per the policies of the Port of Newport.

## **4.13 Bloodborne Pathogen Exposure Control Program**

### **4.13.1 Purpose**

The Port of Newport is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control program (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- 1) Determination of employee exposure
- 2) Implementation of various methods of exposure control, including:
  - a) Universal Precautions
  - b) Engineering and work practice controls
  - c) Personal protective equipment
  - d) Housekeeping
- 3) Hepatitis B vaccination
- 4) Post exposure evaluation and follow-up
- 5) Communication of hazards to employees and training
- 6) Recordkeeping
- 7) Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

Refer to the current and updated Port of Newport **Bloodborne Pathogen Exposure Control Program** on file for further details.