

Umatilla County Special Library District

Loss Prevention Plan September 8, 2011

The safety and health of all employees is a shared goal of all who work for the District. The District's policy is that all employees share responsibility for taking reasonable steps to engender a safe and healthy workplace.

The District will hold a monthly safety meeting for all employees. The goal is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention and evaluating the District loss prevention and safety plan.

The District expects the District Coordinator and all employees to focus on the following as applicable:

- Strive to achieve zero accidents and injuries.
- Take reasonable steps to improve safety and health rules.
- Assist safety efforts by helping to identify and mitigate hygiene or safety hazards.
- Identify reasonable safety and health inspections.
- Train employees as needed in safe work practices and procedures.
- Provide employees with personal protective equipment as appropriate to specific job tasks, and train employees in its appropriate care and use.
- Use appropriate personal protective equipment.
- Report hazards, unsafe work practices, and accidents.
- Assist in the identification of the cause of on the job injuries, and in the identification of reasonable methods to prevent similar.
- Supervise workers in safe work practices.
- Enforce applicable safe work rules.
- Discipline employees that fail to work safely.
- Participate in and support safety meeting proposals.
- Review the District's safety and health program annually, or as needed.

Discipline and/or termination could result from a failure to pay reasonable attention to any of the above.

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

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