

UOSHA POLICY

Policy

It is the policy of the Town of Randolph to maintain an environment which is free from any recognizable hazard which is likely to cause death or serious injury to any employee. The Town maintains a policy of open communication with all employees.

Procedures

1. Post notices

All employers are required to post notices which are provided by UOSHA in a conspicuous place. This may be on an employee bulletin board or other place where similar notices are usually posted. Employees should be able to easily obtain information from the Town when the employee has a question about any of the standards which is provided under UOSHA.

2. Inspection Preparation

All employees should be trained to follow the procedures listed below in the event an inspector from UOSHA presents themselves on the job site.

- A. If an inspector arrives on the job site, an employee should understand that he/she is not authorized to offer any information requested by the inspector.
- B. The employee will inform the inspector that he/she (the employee) will contact the mayor who will accompany the inspector on any inspection.
- C. The Mayor should make sure that all employees know who they to contact in the event an UOSHA inspector shows up on the job site. It is important that an alternate person be assigned the responsibility of being the contact person when the Mayor is not available.
- D. If the UOSHA inspector does not reveal the appropriate credentials at the outset of the inspection, the Mayor should ask the inspector to reveal his credentials and should examine them before allowing an inspection of the job site.
- E. If the credentials are appropriate, and before beginning the inspection, the Mayor should ask the inspector the reason for the inspection being made. If it is routine, the Mayor does not need to make further requests. If the inspection

was due to an employee complaint, the Mayor should request a copy of the complaint. This will help the Town to correct any safety problem.

- F. The Mayor should not refuse an inspection of the job site where the inspector does have a warrant to inspect.
- G. The inspector will usually have no trouble obtaining a warrant for an inspection. Refusing to allow the inspection may create a negative atmosphere which may be more harmful to the Town. This may result in harsher penalties if violations are discovered by the inspector.
- H. The Mayor should accompany the inspector during the entire inspection of the job site.
- I. The accompanying Mayor should take note throughout the entire inspection. The Mayor should note every comment and observation made those participating in the inspection. The Mayor accompanying the inspector should not volunteer information which is unsolicited.

3. Accident Reporting Procedure

If an employee is injured in connection with employment, regardless of severity of injury, the employee must immediately notify the Town, who will see to necessary medical attention and complete the required reports. In any case of serious injury, employees are to receive prompt and qualified medical attention followed by the filing of necessary reports.

- A. Employees who are injured on the job should be informed that they are required to report the injury immediately to the Town.
- B. A representative of the Town must then investigate the job-related injury to determine the cause of the injury.
- C. The Town is required to contact UOSHA within twelve hours of the occurrence of any job-related death, serious, or significant injury, and occupational disease.
- D. The Town must file a report with UOSHA within seven days after the occurrence of an injury or occupational disease, after the agency knows of the occurrence of after the employee notifies the Town.
- E. The Town must file the report on forms prescribed by UOSHA and must be filed for any work related deaths, serious injury, or occupational disease which results

in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job. The Town must keep a record of these reports.

- F. The Town must then give the employee a copy of the report which has been sent to UOSHA and explain the rights and responsibilities which the employee has concerning the work-related injury or occupational disease.
- G. If an employee later dies as a result of a work-related injury, the Town must file a report with UOSHA within seven days of first knowledge or notification of the death.
- H. Minor injuries such as scratches and cuts do not need to be reported to UOSHA if they require only minor first-aid treatment.