



Human Resources and Safety Compliance for Small Entities

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OUTLINE – Safety Compliance

- OSHA Must-Haves for Cities
 - Safety Committees
 - OSHA Required Training & Policies
- Hazard Communication
- Hearing Conservation
- Respirator Program
- CIS Safety Manual
 - Reporting and Recordkeeping



OUTLINE – Human Resources

- Job Description
- Employment Application
- Employee Handbook
- Personnel Files vs Confidential Files
- Performance Evaluations



Safety Compliance for Small Entities



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OSHA Must-Haves

- Written policies
- Safety committees
- Safety and health programs
- Mandatory training
- Reporting and recordkeeping

 All are in the
CIS Safety Manual



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Safety Committees - OAR 437-001-0765

Why are they important?

OSHA requires employers to establish and administer a safety committee, or hold safety meetings to:

- Identify potential hazards in the workplace
- Review past and current incidents and accidents
- Provide an opportunity for employees to identify workplace hazards and correct them before an employee is injured or killed.



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Safety Committee vs. Safety Meeting

Safety Committee

- 11 or more employees
- If more than 20 employees, 4 members are required (minimum)
- Meet monthly
- Take and keep meeting minutes for three years
- Discuss safety concerns and any recent accidents, what caused them, how they can be prevented, and much more...

Safety Meetings

- 10 or fewer employees
- All available employees must attend, plus one employer representative who has authority to make corrective actions
- Meet monthly
- Take and keep minutes only when an employee is absent
- Discuss safety concerns and any recent accidents, what caused them, and how they can be prevented



Safety Committee

Training Requirements:

Purpose and Operation

Hazard Identification and Controls

Principles of Accident and Incident Investigations



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OSHA Required Training & Policies (Must Have if Applicable)

- Hazard Communications
- Hearing Conservation
- Respiratory Program
- Bloodborne Pathogens
- Equipment Use
- Emergency Evacuation & Procedures
- General Office Safety
- Personal Protective Equipment
- Fall Protection
- Asbestos Maintenance
- First Aid (in some cases)
- Confined Spaces
- Lock Out/Tag Out
- Forklifts
- Ladder
- Electrical
- Scaffolding
- Lead Compliance
- Welding Protection
- Flagging
- Self-Insurance Annual Report



Hazard Communication



Hazard Communication – OAR 1910.1200

Purpose:

- All chemicals produced or imported are classified
- Communicates information concerning hazards and appropriate protective measures to employees

Key components:

- Guidelines to help develop, implement, and maintain a written hazard communication program at each workplace
- List of the hazardous chemicals used in your workplace (Consumer Exemption)
- Safety Data Sheet (SDS) books
- Method employer will use to inform employees



Hazard Communication

Training Requirements:

Hazardous Chemicals in the work area

At time of hire and whenever a new chemical is introduced

Any operation where hazardous chemicals are present

How to understand and use the information on labels and in safety data sheets

Location of Haz Comm written program, list of chemicals in work place, and SDS book



Hazard Communication

Training Requirements (cont'd):

Methods and observations that may be used to detect the presence or release of a hazardous chemical

The hazards: physical, health, simple asphyxiation, combustible dust, and pyrophoric gas

Preventive measures employees can take to protect themselves





Hearing Conservation



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Hearing Conservation - 1910.95

Purpose:

- Occupational noise exposure
- Workplace must have a hearing conservation program when employees are exposed to noise levels that are equal to or greater than 85 dBA



Hearing Conservation

- Employees commonly exposed:
 - Police
 - Firefighters
 - Equipment operators
 - Parks employees



Hearing Conservation

Five requirements of a hearing conservation program:



Hearing Conservation

Annual Training for Employees:

1. The effects of noise on hearing
 2. The purpose of hearing protection
 3. The advantages and disadvantages of various types of hearing protection
 4. Selection, use, and care of hearing protection
 5. The purpose of audiometric testing
-



Respirator Program



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Respirator Program - OAR 437-007-0345

Purpose:

- Workplace must have a respiratory protection program if your employees are exposed to respiratory hazards
- Program's requirements, which apply to general industry and construction employers, are established in [1910.134, Respiratory Protection](#)



Respirator Program Requirements

- Identify potential workplace respiratory hazards
- Provide medical evaluations to employees who use respirators
- “Fit test” respirators for employees
- Store respirators so they will not be damaged or deformed
- Train all employees prior to use



Respirator Program

Training Requirements:

Respiratory hazards to which employees are potentially exposed

The proper use of respirators, including:

Acceptable uses and limitations

How to put it on and take it off

How to inspect their respirator

Proper storage and maintenance



CIS Safety Manual

- www.cisoregon.org/library

The screenshot displays the CIS Safety Manual website. The top navigation bar includes links for My CIS, About CIS, CIS Benefits, Property & Liability, Workers' Compensation, Risk Management, and Publications. The Risk Management dropdown menu is open, showing options like CIS Learning Center, Cyber Resources, Emergency Planning/Recovery, Employment Risk Management, Public Safety Program, Risk Management Incentive, Risk Resource Library (highlighted with a red box), and Volunteer Risk Management Resources. The main content area features a 'Resource Library' header and a search bar. A sidebar on the left lists various risk management topics, with 'Risk Resource Library' also highlighted with a red box. Below the search bar, a grid of resource categories is displayed, including Accident Reporting/Claims Management, Construction/Demolition/Remodeling, Contract Provisions, Daycare/Preschool/Afterschool/Summer Camps, Motor Vehicles/Fleet, Premises Liability, Property, and Public Safety.

My CIS About CIS CIS Benefits Property & Liability Workers' Compensation Risk Management Publications

Risk Management Risk Resource Library

RISK MANAGEMENT

Risk Management

CIS Learning Center

Cyber Resources

Emergency Planning/Recovery

Employment Risk Management

Public Safety Program

► Risk Resource Library

Resource Library

CIS HAS HUNDREDS OF TRAINING AND RESOURCES RIGHT AT YOUR FINGERTIPS

Search

Hide Categories

Accident Reporting/Claims Management

Construction/Demolition/Remodeling

Contract Provisions

Daycare/Preschool/Afterschool/Summer Camps

Motor Vehicles/Fleet

Premises Liability

Property

Public Safety

Reporting and Recordkeeping

OSHA's recordkeeping requirements:

- Employee training
- Safety committee minutes
- Equipment maintenance and testing
- Exposure monitoring
- Fit testing
- Hazard communication
- Injury reporting (OSHA log)
- Medical evaluations
- Workplace inspections
- Self-insurance annual report



HR for Small Entities



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Start with...the Job Description

- Identifies job tasks & responsibilities
- Mandatory requirements
- Preferred qualifications
- Knowledge, skills & abilities
- Competencies



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Job description

To be successful in his/her job...

What are the minimum qualifications needed?

What technical skills are needed?

What behavior or interpersonal skills are needed?



Job Description: Qualifications

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability

- Adapts to changes in the work environment. Manages competing depends. Able to deal with frequent change or unexpected events; changes approach or method to best fit the situation.

Analytical:

- Synthesizes complex or diverse information – collects and researches data. Uses intuition and experiences to compliment data.

Customer Service:

- Manages difficult or emotional customer situation. Responds promptly to customer needs and to requests for service or assistance. Solicits customer feedback to improve service.

Innovation:

- Meets challenges with resourcefulness. Generates suggestions for improving work. Presents ideas and information in a manner that gets others attention.



Employment Application

- Remove from applications:
 - Social Security numbers
 - “Have you been convicted of a crime?”
 - Drivers license numbers
 - Year candidate graduated from high school
- Add to applications:
 - Veterans’ Preference form




Add Veterans' Preference

How a candidate shows status

- Fill out Veterans' Preference Form with application
- Attach form DD214 or DD215 (copy 4)
- Disabled Veteran
 - Letter of designation from Veterans Administration
 - Awarded the Purple Heart for wounds received in combat
 - Discharged/released from active duty for a disability incurred or aggravated in the line of duty



Tool for Scoring the Application - Template


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Sample

Title of Position: Vegetation Manager
Department: Public Works
Candidate Name _____
Date _____ Scored by _____

Minimum qualification: In order to be considered for the position the candidate must meet the **Minimum Qualifications**

Minimum Qualification	Meets	Does Not Meet	Not Enough Information
Pesticide applicator's license			
Associate's degree in horticulture or any combination of education, training, and experience providing the required skills, knowledge, abilities necessary to perform the essential functions of the job.			
3 years of past applicable experience.			

If candidate meets minimum qualification, score for desirable qualifications:

Desirable qualifications: The following desirable qualifications will receive points as indicated

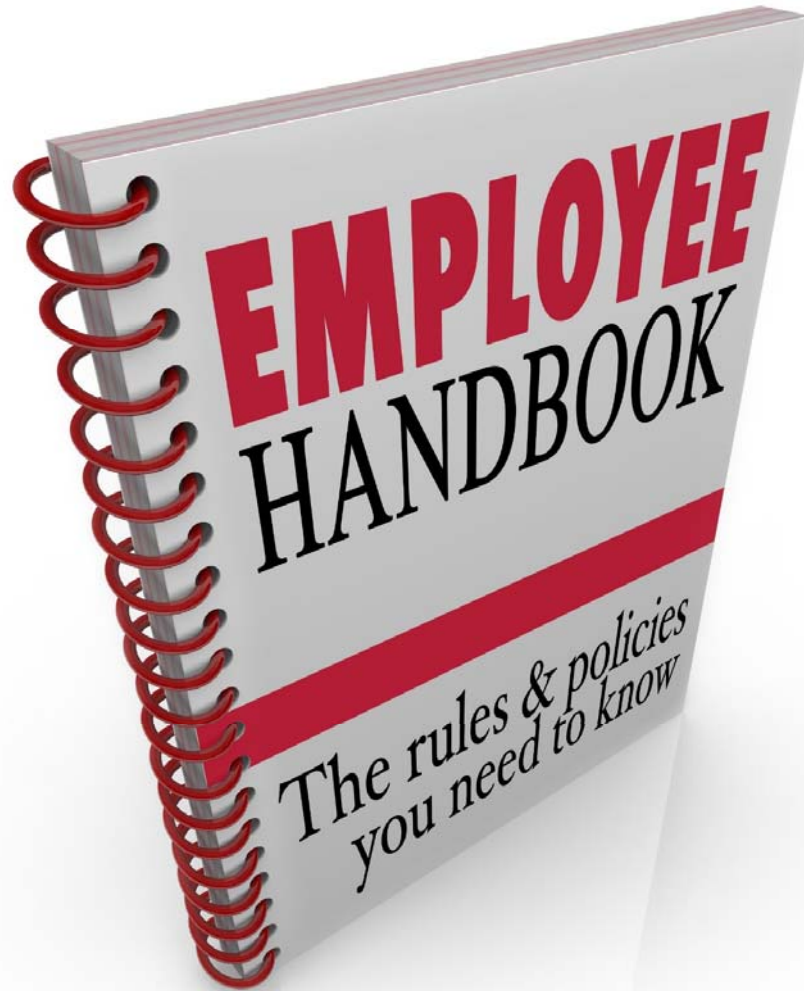
Desirable Qualification	Points Awarded	Points Received
Completion of resource management school	5 points	
Past county or government experience	5 points	
Knowledge of county codes	5 points	
Knowledge of landscape maintenance	5 points	
Veterans Preference	5 points	
Disabled Veteran Preference	10 points	
Bachelor's degree in related field	5 points	

Total Points _____

Available in the Risk Management Resource Library (Employment Liability) www.cisoregon.org/Library



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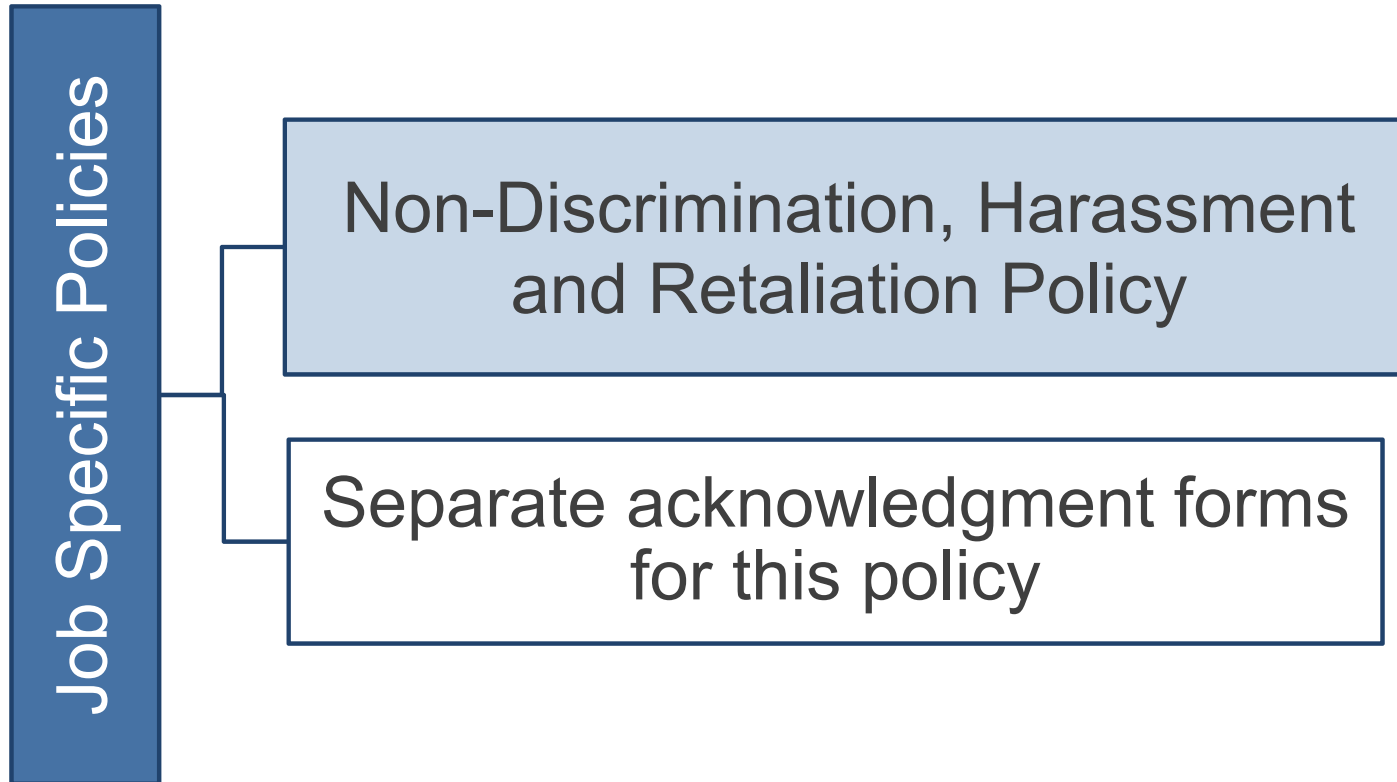
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Disclaimer/At-Will Language

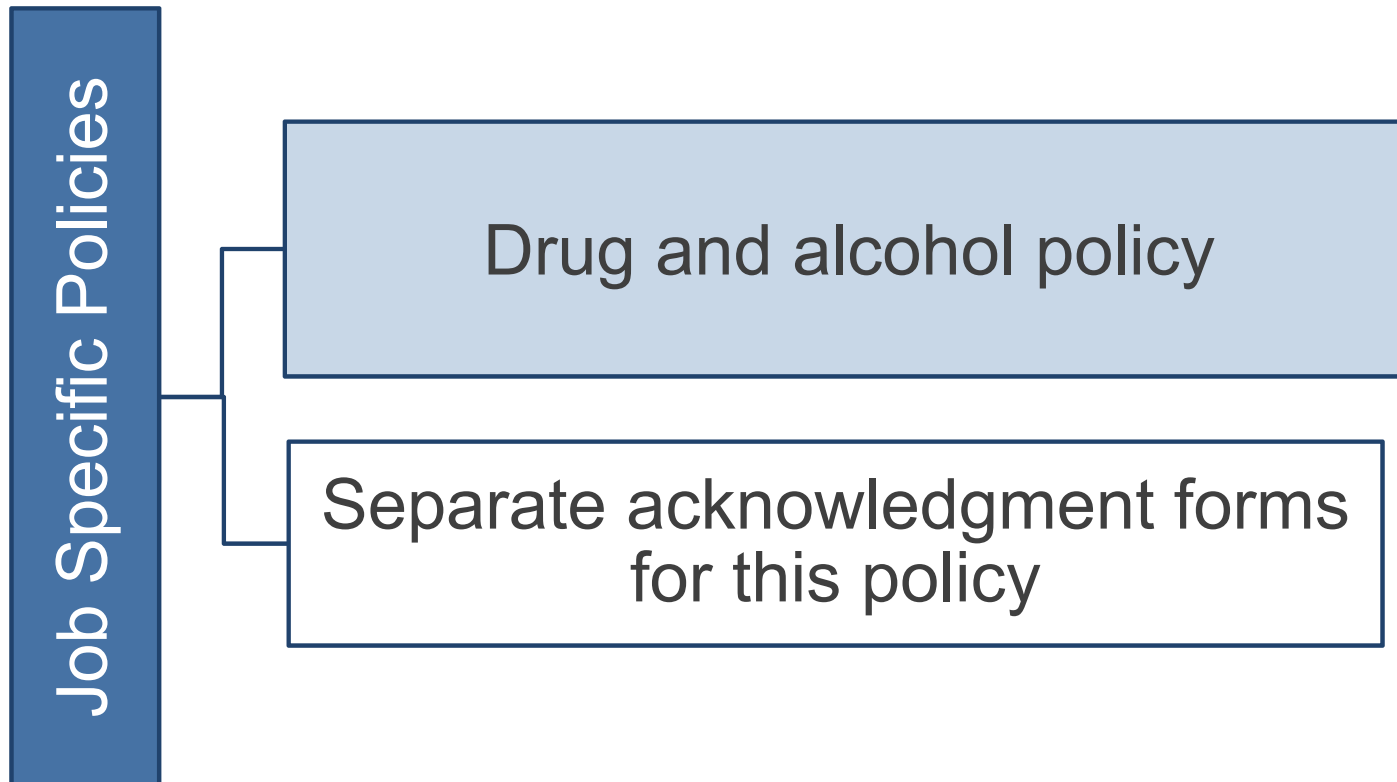
- This handbook is not a contract, nor does it create a contract of employment
- The handbook can be revised at any time (and trumps any previous versions)
 - With or without notice?
- No one has any authority to enter into an agreement contrary to at-will employment (except in writing and signed by _____, and/or CBA)



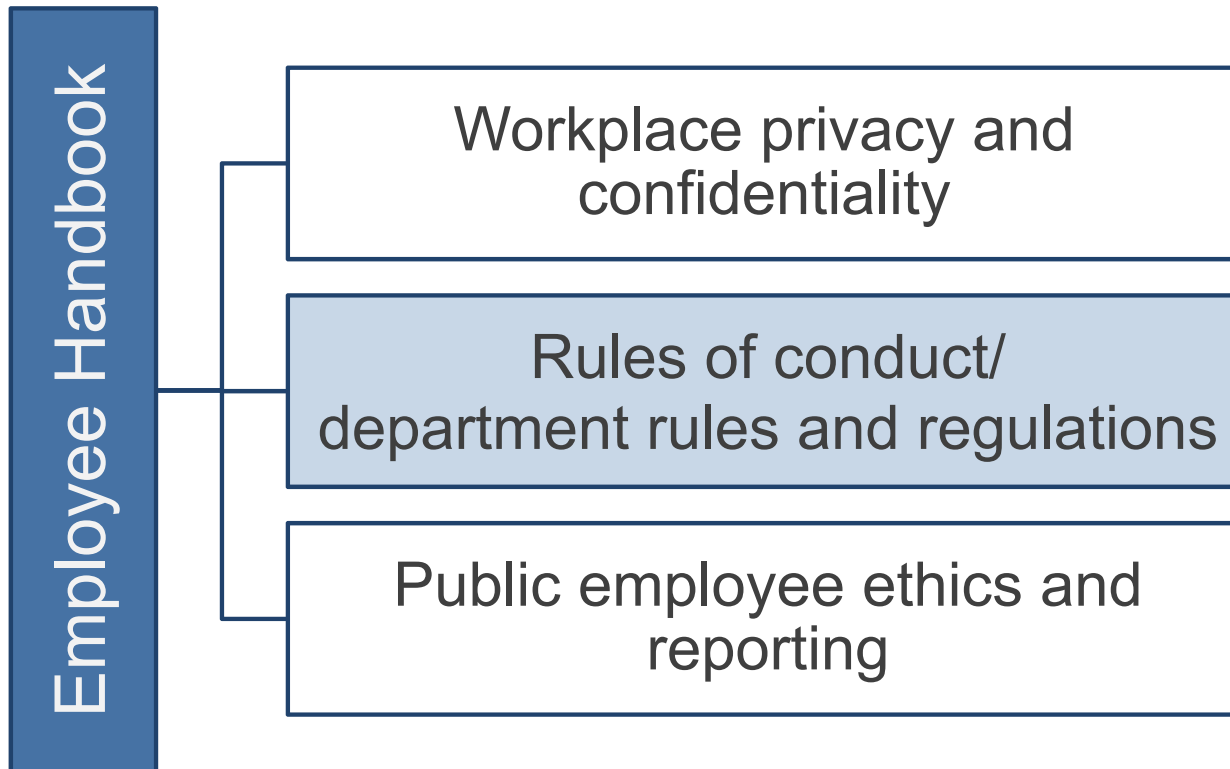
The Handbook



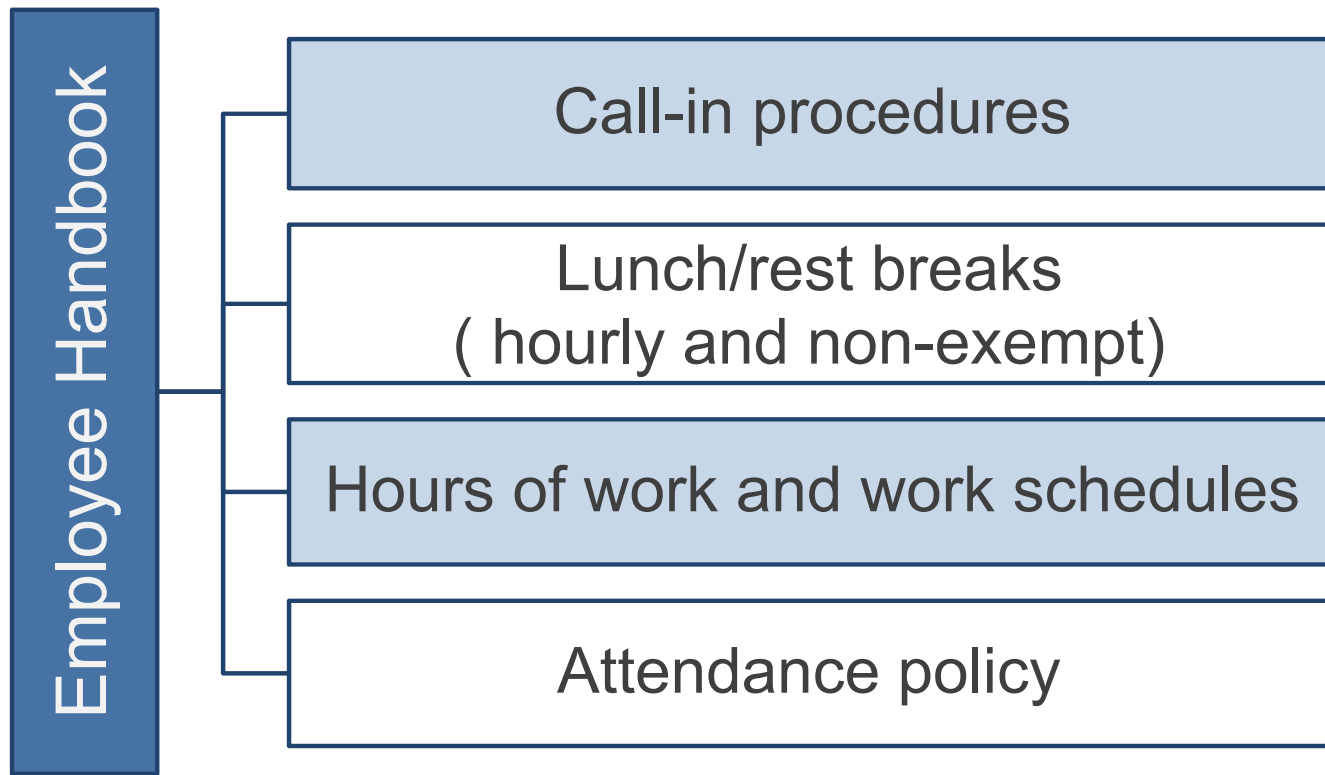
The Handbook



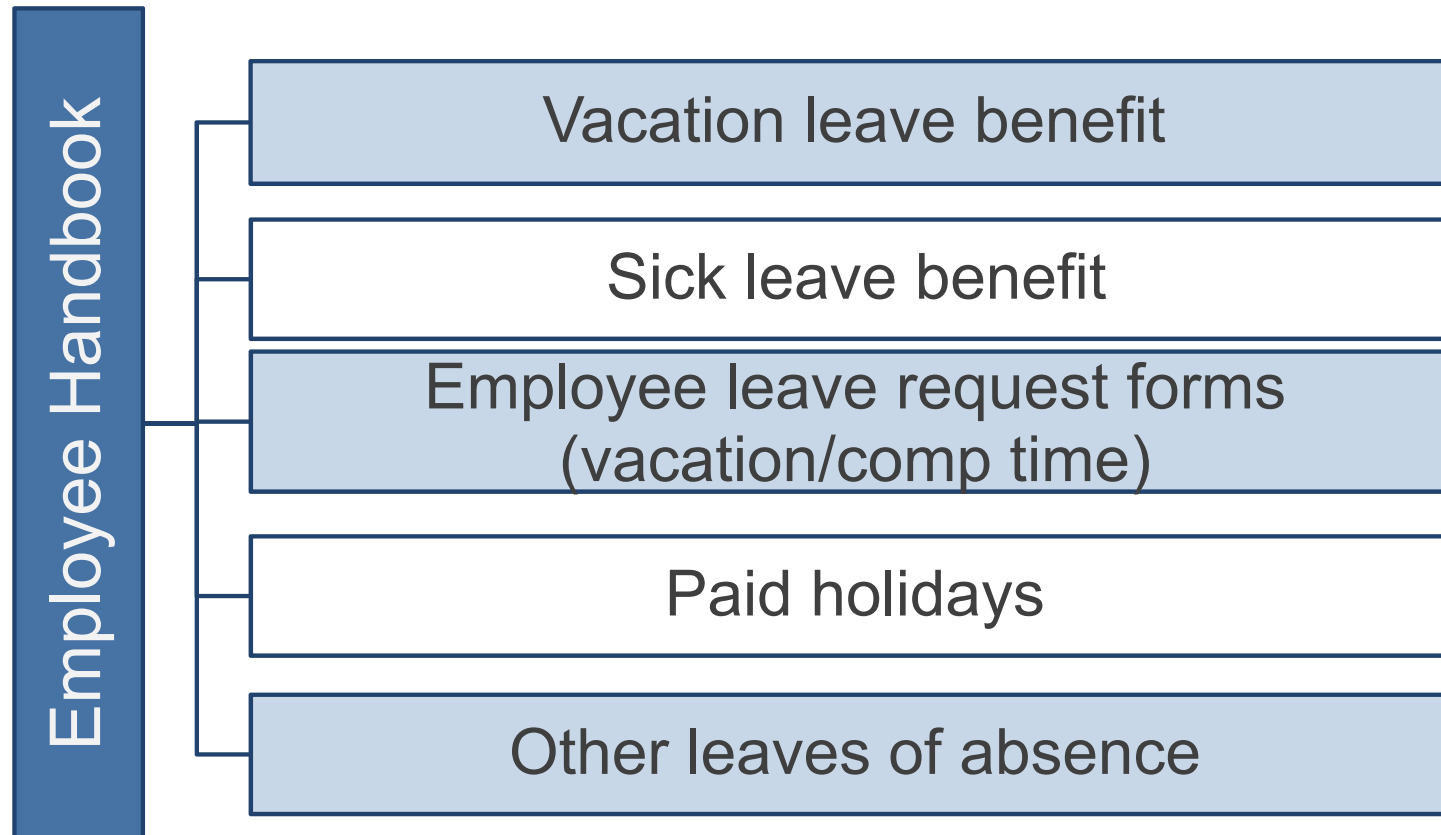
The Handbook



The Handbook



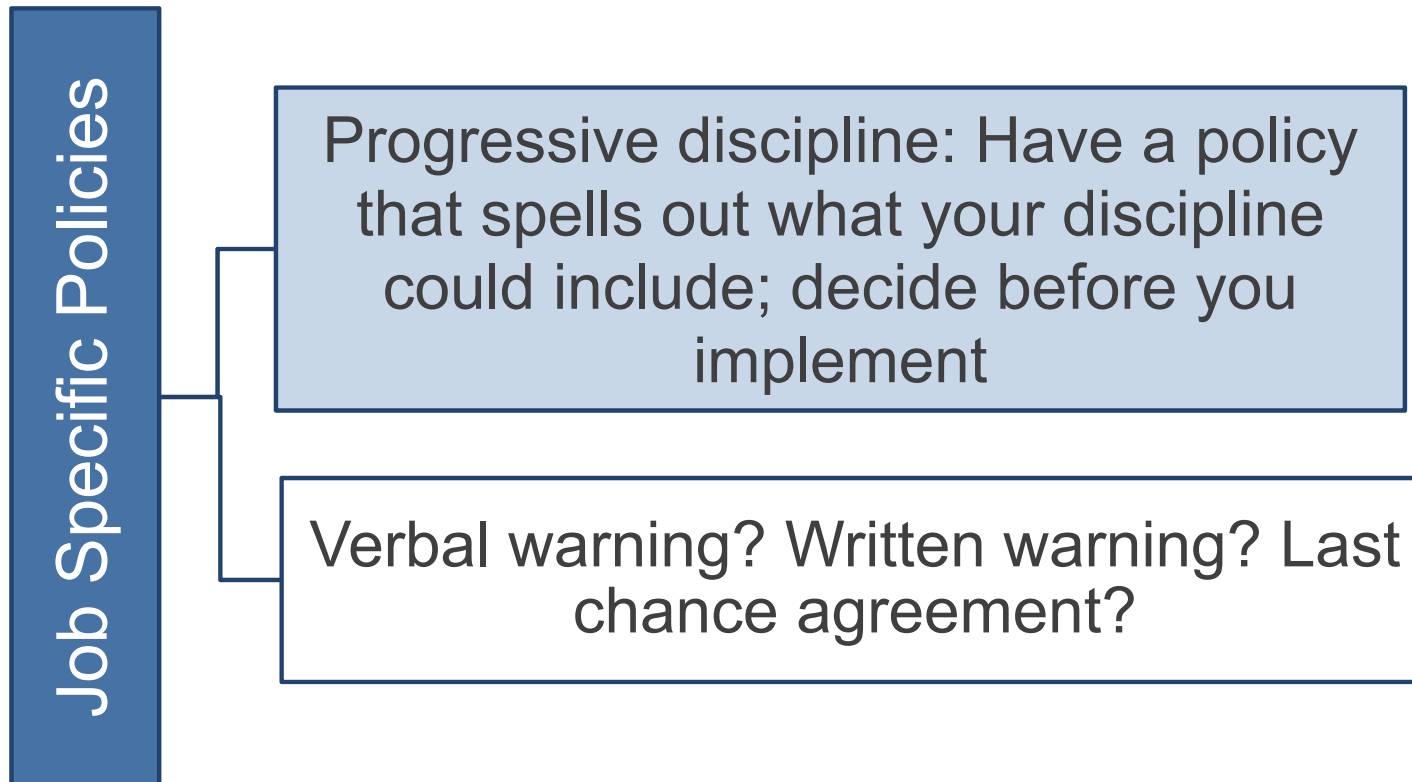
The Handbook



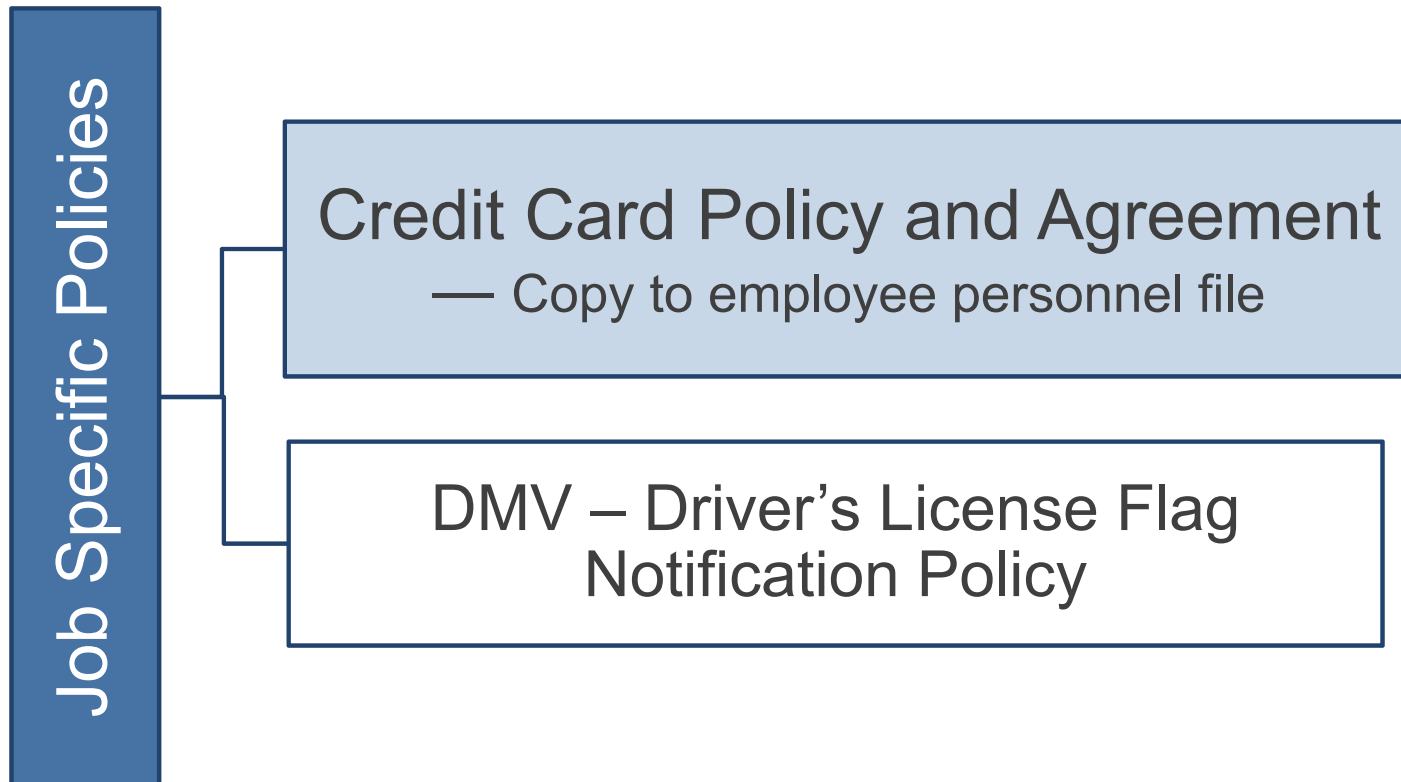
The Handbook



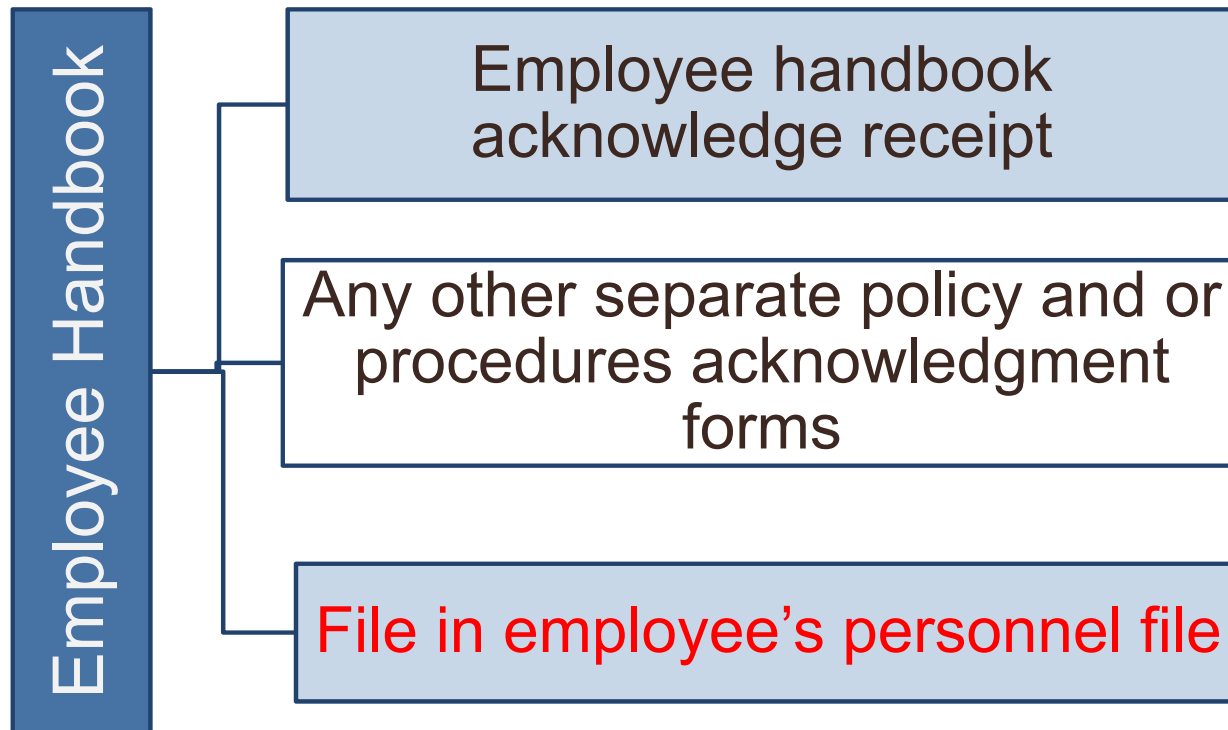
The Handbook



The Handbook



The Handbook



What's in your file?



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Personnel File

- ✓ Employment Application
- ✓ Conditional Job Offer Letter
- ✓ Acknowledgment Forms – Handbook, Harassment, Drug and Alcohol
- ✓ Performance Evaluations
- ✓ Formal Counseling/Discipline Documents
- ✓ Promotions & Transfers
- ✓ Personnel Action Forms (PAFs)



I-9 Binder

- ✓ All employment eligibility verification forms (I-9) and any supporting documentation
- ✓ All employees in binder in alphabetical order by last name
- ✓ Make sure forms have been completely filed out by both employee and employer and that employment eligibility has been verified



Benefit File/Payroll File

- ✓ PERS/retirement plan
- ✓ Deferred compensation
- ✓ W-4 forms
- ✓ Direct deposit
- ✓ Payroll records
 - ☐ Payroll discrepancy forms
 - ☐ Hour and payroll reports



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Medical / Workers' Compensation File

- ✓ Doctors' notes
- ✓ Health certifications
- ✓ Leave documents
- ✓ Workers' Compensation documents
- ✓ Medical diagnosis information
- ✓ Medical information related to leaves of absence



Recruitment / Background Envelope

- Resume
- Letters of recommendation
- Reference checks
- Pre-employment drug test results (safety-sensitive positions only)
- Criminal background check
- DMV check



Confidential Folder

What's not on the list....

Put in confidential folder inside the
personnel file



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What goes where?

- Personnel file
- I-9 binder
- Confidential/Benefit – Payroll file
- Confidential/Medical – Workers' Compensation file



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Elements of Performance Management



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Management vs. Evaluation

1 Performance Management

- Ongoing
- Prospective
- Long term
- Planning and goal setting

2 Performance Evaluation

- Annual event
- Retrospective
- Short term
- Completing a form



Performance Management - Supervisor Responsibility

1. Day-to-day responsibility of every supervisor
2. Criteria for job performance must be set to accurately and realistically reflect the unique requirements of different positions
3. Communicate the job expectations to employees before the evaluation period begins
4. Supervisors should not wait for the evaluation day to give employees feedback





“Your evaluation is based on the next 30 seconds. Go!”



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Performance Management - Supervisor Responsibility (cont'd)

5. Focus on **performance**, not **personality**

- Don't use "attitude"
- Focus on the impact of behavior on performance

6. Be specific

- Pick words carefully – replace "good" or "excellent" with action words (excels, demonstrates, manages)
- Use actual examples

Performance Factors

	Poor	Good	Excellent
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adaptability / Versatility	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cooperation/Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervision / Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Factor % x Performance Level number = rating
Add ratings for all eight factors to determine overall rating for merit increase



Performance Standard Ratings

- | | |
|------------------------|-----------|
| ■ Exceeds Expectations | 10 points |
| ■ Meets Expectations | 5 points |
| ■ Needs Improvement | 1 point |
| ■ Not Evaluated | 0 points |



Performance Standards - Definitions

- Exceeds Expectations: Employee performance in this aspect of the job was at an overall level that exceeded the job requirements. Employee's performance was above and beyond expectation.
- Meets Expectations: Employee consistently performed at a level that met the requirements of this aspect of the job.
- Needs Improvement: Employee performed at a level that did not meet the requirements for this aspect of the job. A rating of "N" in any category may indicate that a performance improvement plan should be developed between the supervisor and the employee.
- Not Evaluated: The employee was not evaluated for reasons such as, no aspect of the job pertains to the employee being evaluated or there was no supervisor who has sufficient opportunity to observe employee performance during the period of this evaluation.



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Questions?

The first step to receiving an answer is being brave enough to ask a question.

— Unknown



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