

Clyde Saiki, Chief Administrative Officer
Authorized Signature

Number: AS-PT-04-005
Issue Date: 04/16/2004

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

Policy/Rule Title:	Safety Inspections		
Policy/Rule Number(s):	AS-080-001	Release No:	2.0
Effective Date:	03/03/2004	Expiration:	N/A
References:			
Web Address:	http://www.dhs.state.or.us/policy/admin/safety/080_001.htm		

Discussion/Interpretation: This policy clarifies and provides tools for complying with the OSHA regulation. The section describing how much of the building needs to be inspected each quarter has been re-written to clear up confusion.

Implementation/Transition Instructions: Safety committees should already be doing quarterly inspections.

Training/Communication Plan: This transmittal provides formal announcement of the policy revision. No training is planned or required. The policy contains a link to an inspection guideline and OR-OSHA offers a class on identifying hazards.

Local/Branch Action Required: Management and safety committees should review the policy to ensure they are meeting the requirements.

Central Office Action Required: DHS Safety Office staff will respond to questions or

concerns and review and update the policy as necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by: DHS safety staff and external review group, unions

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

Contact(s):	Julie Davie		
Phone:	503 945-6380	Fax:	503-378-3689
E-mail:	Julie.A.Davie@state.or.us		