

Number: AS-PT-06-006

Authorized Signature _____

Issue Date: 08/11/2006

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 Committees		
Policy/Rule Number(s):	DHS-080-007	Release No:	2.0
Effective Date:	08/08/2006	Expiration:	
Reference:			
Web Address:	http://www.dhs.state.or.us/policy/admin/safety/080_007.htm		

Discussion/Interpretation: Deletes requirement to send safety committee minutes to DHS Safety & Health. Other changes are housekeeping. Less than 10 offices send minutes. Although very informative, and Safety & Health can provide immediate response to issues noted in minutes, Safety & Health could not manage the volume of full compliance.

Implementation/Transition Instructions: Safety Committees no longer need to send meeting minutes to the DHS Safety & Health Office.

Training/Communication Plan: This policy transmittal provides formal announcement of the policy. No formal training is planned.

Local/Branch Action Required: Managers have to know and understand this policy and forward to safety committees and staff that provide support to safety committees.

Central Office Action Required: Respond to questions or concerns, annually review the policy and any associated procedures or other documents and update as necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by: DHS safety staff, DHS safety policy external review group, ONA, AFSCME, SEIU

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:

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