

Number: AS-PT-06-007

Issue Date: 08/11/2006

Authorized Signature _____

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

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

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):	DHS-080-001	Release No:	3.0
Effective Date:	08/09/2006	Expiration:	
Reference:	Inspection Guidelines for Safety Committees		
Web Address:	http://www.dhs.state.or.us/policy/admin/safety/080_001.htm		

Discussion/Interpretation: The Safety Inspections policy has been revised to clarify wording regarding quarterly inspection requirements for large buildings. In addition, the Safety Inspection procedure has been deleted.

The procedure was deleted to eliminate duplication of language found in the policy. The policy includes a link to “Inspection Guidelines for Safety Committees” which provides more detailed instructions than were found in the procedure. This DHS Safety & Health Office Web site also links to forms used by safety committee members when conducting inspections. In addition, the Forms section of the policy also provides links to these forms.

Implementation/Transition Instructions: No substantive changes have been made so no specific implementation or transition instructions are provided.

Training/Communication Plan: This transmittal provides formal announcement of

the policy revision and deleted procedure. 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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