

**MARION COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES**

Sponsoring Department:
Risk Management

SUBJECT: COORDINATION OF HEALTH, SAFETY AND ENVIRONMENTAL ISSUES

1.0 Purpose

To establish a coordinated response to health, safety and environmental issues resulting from citations for violation of safety/work environment or environmental protection standards. Citations may be initiated by OR-OSHA, EPA, DEQ, Fire Marshall or Bureau of Labor and Industry.

2.0 General Policy

The Risk Manager will be responsible for project leadership/coordination in response to citations of violation and to insure compliance with existing and future laws, rules and regulations.

3.0 Policy Guidelines/Procedures

- a. The Risk Manager and Department Head/Designee will provide leadership to coordinate resources in a timely manner to respond to citations and the need for compliance.

Risk Management or Department Head/Designee will serve as a clearing house for administrative management monitoring and knowledge of health, safety and environmental issues affecting the County.

- b. When a department is cited for violation of safety/work environment or environmental protection standards *(APD, OSHA, EPA, DEQ) the department shall send the citation to Risk Management and Legal Counsel. The Risk Manager shall send a copy to the Board of Commissioners. The Risk Manager shall initiate meetings with appropriate departmental staff, Legal Counsel and other involved individuals, (i.e.: Loss Control Manager, Solid Waste Director) to discuss the County response, allocation of responsibility/resources and to establish a work schedule for timely response.

The Risk Manager shall document decisions, project assignments and shall provide periodic updates to the Board of Commissioners and the Administrative Officer until the issue has been resolved.

* other issues

Adopted: 9/92
Reviewed: 1/96