



CITY OF BEND

City Hall
710 NW Wall Street
Bend, OR 97703

EMPLOYEE HEALTH AND SAFETY

Policy No. HR-0601

City Manager Administrative Policy

Bend Code Chapter 1.30.005 provides for 'City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.' All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and Council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

Reviewed by Legal Counsel:

Signed by:

Eric King

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Eric King, City Manager

Signed by:

Ian Leitheiser

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Ian Leitheiser, City Attorney

Dated: 6/10/2026

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Policy Number: HR-0601

Revised:

Adopted: 6/10/2026

Revision Number:

Owner: Risk & Emergency Management; Management Analyst – Safety



I. Purpose

The purpose of this policy is to establish a consistent and coordinated approach to employee health and safety across all City departments. A clearly defined structure of responsibilities is essential to prevent workplace injuries and illnesses, ensure compliance with Oregon Occupational Safety and Health Administration (OSHA) regulations, and support a proactive safety culture focused on continuously improving safety practices.

II. Policy Statement

It is the City of Bend's policy that employee health and safety is monitored and evaluated by a centralized safety structure that ensures compliance with applicable laws, delegates responsibilities to departments for identified hazard mitigation, and encourages active employee involvement in reporting hazards and safety concerns to management.

III. Scope

This policy applies to all employees of the City of Bend.

IV. Definitions

City Management: Any position within the City with supervisory responsibilities.

Close call or near miss: An unplanned event that did not result in injury, illness, or damage, but had the potential to do so.

Department Head: The Chief, Executive Officer, Director or most senior manager of the department for which an employee works.

Employee: Regular, Limited Duration, and Temporary employees of the City of Bend.

Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral (other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

General industry standard: A set of mandatory Occupational Safety and Health Administration (OSHA) safety and health regulations applicable to most workplaces that aim to protect workers from hazards in the workplace.

Incident: Unplanned event, accident or exposure that did occur, and resulted in any contact, damage, injury, or illness.

Incident investigation: A systematic process used to examine an incident in a workplace to determine its causes and identify preventative measures.

Injuries: Any physical injury or illness to an employee.



Personal Protective Equipment (PPE): Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

Workplace hazard: Any source, situation, material, or act with the potential to cause harm, illness, injury, or damage to people, property, or the environment in an occupational setting.

V. Policy Terms & Provisions

A. Scope and Responsibilities of the Employee Health & Safety Program

1. The Employee Health & Safety Program provides overall coordination and support of the City's employee health and safety initiatives. The Employee Health & Safety Program is managed by the Management Analyst – Safety, with collaboration from the Enterprise Risk Manager, Department Heads, and City Management.
2. Periodic audits of the Employee Health & Safety Program will be conducted by the Management Analyst – Safety to evaluate its effectiveness and identify opportunities for improvement. Audit findings and recommendations will be shared with Department Heads to support continuous improvement and ensure alignment with the City's strategic safety objectives.
3. Program responsibilities include:
 - a. Identify and communicate to employees all applicable compliance requirements, safety regulations, and standards.
 - b. Provide guidance and technical assistance to employees for hazard identification, evaluation, and mitigation.
 - c. Prepare and maintain City-wide and department reports on injuries, accidents, incidents, and close calls.
 - d. Develop or facilitate access to required training and educational materials for City staff.
 - e. Support and participate in City safety committee meetings and workplace facility safety inspections.
 - f. Conduct routine office and field visits City-wide to support operational safety plans.
 - g. Coordinate occupational health services with appropriate providers.
 - h. Advise City Management on the development and implementation of departmental safety and training plans.
 - i. Prompt notification to City Management of safety concerns.
 - j. Conduct periodic audits of City-wide employee training requirements and completion status.



- k. Lead the development and management of City-wide safety rules, procedures, and workers' compensation claim processes.

B. Responsibilities of Department Heads

1. Department Heads are accountable for ensuring their departments uphold the City's health and safety standards. This is accomplished by providing the following support to the Employee Health & Safety Program:
 - a. Allocate adequate resources to support workplace health and safety.
 - b. Review and approve department-specific safety programs.
 - c. Promote a culture of safety by considering employee input, staying informed about workplace hazards, and regularly reviewing safety program effectiveness.
 - d. Collaborate with the Employee Health & Safety Program to ensure departmental compliance with applicable occupational safety laws and regulations.

C. Responsibilities of City Management

1. City Management is directly responsible for implementing safety practices and ensuring employee compliance. Responsibilities include:
 - a. Collaborate closely with the Employee Health & Safety Program to align departmental practices with City-wide safety standards and implement best practice approaches.
 - b. Familiarization with and enforcement of City safety policies, processes, and safe work practices.
 - c. Model safe work practice consistently to demonstrate a commitment to safety and reinforce its importance throughout the organization.
 - d. Monitor employee training status and request off-cycle training as needed.
 - e. Coordinate staff availability for regular training on safe work practices, including equipment use, PPE, and emergency procedures.
 - f. Conduct incident investigations and ensure prompt medical attention and proper reporting for injuries or close calls.
 - g. Actively support safety committees by directly participating or allowing employee time for participation.

D. Responsibilities of Employees

1. All employees are expected to actively support the City's Employee Health & Safety Program. Responsibilities include:
 - a. Perform work using a high standard of care and good judgment.



- b. Participate in required safety training.
- c. Report all incidents, accidents, close calls, and workplace hazards promptly.
- d. Follow all safety rules and procedures identified for their work group.
- e. Wear and/or use required PPE.
- f. Stop work if unsafe conditions exist and take corrective action.
- g. Engage in safety program activities, which may include participation in safety committees and initiatives.

E. Employee Health & Safety Program Structure

- 1. The Safety Program includes OSHA regulations, procedures, and hazard programs that apply to employees based on their specific work tasks. The Employee Health & Safety Program identifies workplace hazards and Department Heads implement the appropriate hazard programs with department Standard Operating Procedures to maintain a safe environment.

F. Recordkeeping

- 1. The Employee Health & Safety Program is responsible for maintaining required records under the OSHA record keeping requirements and according to the State of Oregon Records Retention Schedule.



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email accessibility@bendoregon.gov or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico accessibility@bendoregon.gov o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.