

**Multi-Site SHARP Partnership Agreement
Between**

**Oregon Occupational Safety and Health Division (OR-OSHA), and
The City of Portland, Risk Management (Risk Management)**

I. Introduction

The Safety and Health Achievement Recognition Program (SHARP) is a service of Oregon Occupational Safety and Health Administration. SHARP engages employers and their employees in a continuous improvement process, where they learn, with the help of OR-OSHA Consultations' expertise, how to improve elements of a safety and health program, how to find and correct hazards, and most importantly, how to reduce injuries and illnesses to the lowest possible levels. SHARP recognition serves three purposes:

- A. Official acknowledgment that a company has achieved a high level of self-sufficiency in its safety and health program;
- B. A recognition that can be used for outside business purposes and as an example for others to follow; and
- C. Providing incentives to employers who demonstrate ongoing implementation of their safety and health program.

II. Definitions

DART: Days away, restricted or transfer.

Field Consultation Manager: OR-OSHA's consultation manager who has jurisdiction of the area in which the employer is located.

JHA: Job hazard analysis.

NAICS: North American Industry Classification System.

PPE: Personal protective equipment that an employee wears to prevent exposure to a hazard that otherwise cannot be engineered out or controlled through administrative means.

Risk Management: The City of Portland's central Risk Management division housed in the Office of Management and Finance.

III. Basis for Partnership

OR-OSHA and the City of Portland, Risk Management recognize that by working together, more of the City's bureaus and divisions can achieve SHARP recognition for effective safety and health programs and more workers will be protected.

- A. Risk Management and OR-OSHA mutually recognize the importance of providing a safe and healthful work environment. To advance our mutual goal, we agree on the need to develop a Partnership that fosters mutual trust and respect for the respective roles of each organization in the occupational safety process. We recognize the responsibilities inherent in those roles. We are committed to working as partners to achieve occupational workplace safety and health through shared strategies and objectives.
- B. The goal of this Partnership is to decrease injuries, illnesses, and fatalities and lower workers' compensation costs and maximize OR-OSHA and Risk Management resources.
- C. This agreement will not in any way affect employees' rights under the OR Safe Employment Act and OR-OSHA regulations.

IV. Specific Goals of Partnership

- A. Decrease the number of injuries, illnesses, and fatalities affecting participating City of Portland bureaus and divisions.
- B. Increase the number of City of Portland bureaus and divisions that:
 - 1. Implement effective Safety and Health Programs,
 - 2. Have low days away, restricted or transferred case (DART) rate, and
 - 3. Are continuously improving their safety and health management programs.
- C. Decrease workers' compensation costs for participating City of Portland bureaus and divisions.
- D. Allow OR-OSHA to focus its resources on companies with safety and health performance which is below average.
- E. Increase the number of Oregon SHARP companies, which will provide examples for others to follow, and encourage safety and health networking.

V. Existing OR-OSHA Consultation Program, including SHARP

OR-OSHA has a Consultation Program to work with Oregon employers in order to help them provide safe workplaces. OR-OSHA Consultation assists employers in becoming SHARP recognized. SHARP consists of three main elements:

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- A. The employer has requested and received comprehensive consultations where all safety, health and ergonomic hazards have been identified and corrected.
Note: "A Comprehensive Consultation is a consultation to cover the entire establishment and entails a physical hazard assessment evaluation, a review of records, written programs and the employer's Safety and Health Program. Comprehensive consultations include a written report including findings, recommendations and guidance necessary to resolve the problems noted in the report."
- B. The employer has a days away, restricted or transferred case (DART) rate for the previous year which is below the BLS average for their classification in the North American Industry Classification System (NAICS).
- C. The employer has a Safety and Health Program in place that has achieved an acceptable efficiency rating based upon the criteria used by OR-OSHA in its Safety and Health program assessment process.

VI. Agreement on Resources and Supporting Activities

- A. Risk Management representatives will encourage bureau or division management at prospective worksites to attend Safety and Health Management courses offered by OR-OSHA.
- B. Risk Management will identify individuals interested in participating on SHARP review teams.
- C. OR-OSHA agrees to share SHARP assessment documents and expertise regarding the SHARP process.
- D. OR-OSHA agrees to offer SHARP process / assessment training to Risk Management designated representatives in the use of the OR-OSHA Safety and Health Assessment form.
- E. Risk Management agrees to provide safety and health resources necessary to assist individual bureaus and divisions in obtaining SHARP certification. (NOTE: These safety and health resources include but are not limited to: regular contact with the individual sites; assistance as needed with the initial SHARP Assessment and completion of the SHMP assessment form; sharing information learned from SHARP consultations at other sites; policies that support employee involvement and continuous improvement; and onsite assistance as needed to help with hazard classification, tracking, and control.)

VII. Initial SHARP Activity for Multi-worksites Employer Partnership

OR-OSHA will invite Risk Management to accompany and observe the SHARP process at one City of Portland site that has applied for SHARP certification. The site shall be representative of major processes performed within the City of Portland.

Note: As of August 2006, the City of Portland Bureau of Environmental Services Wastewater Plant at 5001 N. Columbia B, graduated from SHARP. The Bureau of Water at 1900 N Interstate Ave was awarded SHARP in August of 2008, and the Bureau of Environmental Services Construction group at 1120 SW Fifth Avenue was awarded SHARP in June of 2008.

- A. The selected site will undergo initial SHARP assessment by OR-OSHA Consultation accompanied by designated Risk Management representatives.
- B. Upon completion of the comprehensive consultation and assessment using the OR-OSHA Safety and Health Assessment form, a report will be issued to the site and an action planning meeting will be scheduled.
- C. The selected worksite will develop and implement an action plan designed to enable the site to achieve SHARP. Upon completion of the action plan elements, the site will schedule a follow-up consultation to determine SHARP eligibility.

VIII. SHARP Process for City of Portland bureaus and divisions covered by this Partnership Agreement

- A. Risk Management designated staff will evaluate the individual worksite's safety and health program using the OR-OSHA Safety and Health Assessment form. Based on the initial evaluation and prior to scheduling a review with OR-OSHA, Risk Management staff will ensure that the worksite has addressed the following elements:
 1. A comprehensive, baseline survey of safety and health hazards associated with the type of work being done at the site. The survey should include:
 - a. Assessment of each job to determine exposures;
 - b. Active plans for hazard elimination;
 - c. Appropriate monitoring during site work;
 - d. Appropriate training for employees;
 - e. Appropriate PPE, with training for employees on use and maintenance; and
 - f. If needed, an ergonomics management program.
 2. A DART rate for the previous year that is below the most recently published BLS rate for that NAICS code.
 3. Job hazard analyses (JHA) performed for the most hazardous tasks, and at a minimum a process hazard analysis for all others.

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4. An effective system for hazard identification and control at different work-sites including identification, tracking, and control.
 5. A safety committee that is functioning in compliance with OR-OSHA rules and regulations.
 6. A satisfactory rating on the Safety and Health assessment form.
- B. If Risk Management's designated representative(s) have determined that the site has met the criteria to qualify for SHARP, they will assist and ensure that the site:
1. Agrees in writing to the basic tenants of SHARP through a SHARP commitment letter, and submits the written agreement to the local Field Consultation Manager. That written SHARP commitment letter will initiate a SHARP consultation by OR-OSHA.
 2. Begins to compile a SHARP packet which includes;
 - a. A synopsis of the process (a narrative summary of the process with the specific facility, including time lines, personnel involved and action plans).
 - b. A description of the facility.
 - c. Claims data, including copies of the last three completed OSHA 300 logs.
 - d. Copies of all completed safety and health program assessment forms, initial, interim and final.
 - e. Copies of any reports issued to the facility during the process.
 - f. Copies of any Action Plans developed during the process.
- C. A joint on-site team review by OR-OSHA consultation and Risk Management's designated staff will be scheduled and conducted at the worksite. Where possible, and where multiple OR-OSHA consultants are needed, the safety / health / ergonomic consultations may be conducted together or separately, depending on the needs of the site. The on-site review will include the following activities:
1. Prior to arriving on site, the OR-OSHA consultant(s) will:
 - a. Familiarize themselves with the written multi-site collaboration agreement.
 - b. Familiarize themselves with the type of work done at the site and the applicable rules.
 - c. Have a discussion with the Field Consultation Manager concerning the process.
 2. A pre-consultation meeting between the consultant(s) and Risk Management's designated staff member(s). During this meeting, the consultant(s) and Risk Management's designated staff will discuss and review the work done with the site and by the Risk Management staff leading up to the recommendation.
 3. Site Inspection - a hazard assessment to determine if hazards are being identified and controlled.
 4. Program Review - a complete review of written programs, safety committee activities and documentation, and an injury and illness records review.
 5. Employee Interviews - interviews with employees and managers to verify the effectiveness of the safety and health management system that is in place.
- D. The joint on-site team will assess the bureau or division's safety and health program using the standardized OR-OSHA form and method, and will determine the effectiveness of the program.
1. If the safety and health program rating for the bureau or division qualifies at the designated SHARP level, the OR-OSHA consultation staff will initiate the approval process.
 2. If the bureau or division does not qualify at the designated SHARP level, it will be encouraged to develop an action plan to improve deficient areas identified in the assessment. In addition, it will be encouraged to seek additional help which may be from OR-OSHA, Risk Management's designated representative, private consultants, insurance carriers, or any other source.

IX. Expected Outcomes

- A. Increased knowledge by OR-OSHA staff of how to evaluate safety and health management programs and improved trust and respect for the respective roles of each organization.
- B. Bureau or division employees participating in the process will increase their knowledge of occupational safety and health hazards and solutions, as well as safety and health management systems.
- C. Increased positive working relationship between City bureaus and divisions, and OR-OSHA,
- D. This agreement is expected to result in decreased work-related injuries and illnesses for participating City bureaus and divisions.

X. SHARP Approval

OR-OSHA is solely responsible for approval of all Oregon SHARP companies.

XI. Confidentiality

Information submitted by Risk Management, City bureaus and divisions as part of the SHARP application or renewal process, as well as information obtained as a result of a consultative visit, will be treated as confidential from enforcement by OR-OSHA Consultation.

XII. Incentives

- A. City of Portland participants will receive recognition on OR-OSHA's SHARP web site and in press releases.
- B. City of Portland bureaus and divisions accepted as SHARP may choose to be members of the Oregon SHARP Alliance (a private association of SHARP members).
- C. After successful completion of the review for 2nd year participation in SHARP, the qualified City of Portland bureaus and divisions within Oregon may be deferred from scheduled OR-OSHA enforcement inspections. That scheduled inspection deferral will remain in effect while the site is in the SHARP program.

XIII. Program Evaluation

- A. This Partnership agreement will be evaluated annually for achievement of the annual goal of reduction in the number of injuries, illnesses and fatalities. Risk Management is responsible for gathering and maintaining the following baseline data upon which the Partnership will be measured:
 - 1. The bureau's or division's DART case rate at the time of the initial assessment.
 - 2. The initial Safety and Health Program assessment form rating.
- B. Participant DART will be compared with published Oregon data to determine whether the goal has been met.

XIV. Termination

Risk Management may terminate participation in the program at any time. This will include termination of any inspection deferral granted.

XV. Duration of the OR OSHA / City of Portland, Risk Management SHARP Partnership

- A. The initial SHARP Partnership Agreement had a term of two years, spanning September 2006, to September 2008. The renewed Agreement will be a term of five (5) years, until July 2015, at which time it may be renewed if all parties concur.
- B. Either party to the Partnership Agreement may withdraw from the agreement at any time for any reason after submitting written notification of intent to the other partner.
- C. This agreement shall be in effect upon the date of signing by both participants.

Michael Wood, Administrator,
OR OSHA

Date

Kate Wood, Risk Manager,
City of Portland

Date

APPROVED AS TO FORM

Imela Menzies
CITY ATTORNEY