

# LDWA PERSONNEL POLICIES AND PROCEDURES

## SECTION XX: UTAH OSHA (UOSHA) REQUIREMENTS

---

1. **GENERAL POLICY.** It is the policy of LDWA to maintain an environment, which is free from any recognizable hazard, which is likely to cause death or serious injury to any employee through open communication with all employees.
2. **POSTING UOSHA NOTICES.** LDWA will post all required UOSHA notices in conspicuous places (such as employee bulletin boards or where similar notices are usually posted). Employees may obtain additional information from LDWA Board or designee when they have questions about any of the standards, which are provided under UOSHA.
3. **INSPECTION PROCEDURES.** All employees should follow the procedures listed below in the event an inspector from UOSHA presents themselves on the job site.
  - A. If an inspector arrives on the job site, an employee should understand that they are not authorized to offer any information requested by the inspector.
  - B. The employee will inform the inspector that the employee will contact the LDWA Board or designee who will accompany the inspector during any inspection.
  - C. The LDWA Board or designee should make sure that all employees know who they are required to contact, including all alternates, in the event an UOSHA inspector shows up on the job site.
  - D. If the UOSHA inspector does not reveal the appropriate credentials at the outset of the inspection, the LDWA Board or designee should ask the inspector to reveal their credentials and should examine them before allowing an inspection of the job site.
  - E. The LDWA Board or designee should not refuse an inspection of the job site where the inspector does not have a warrant to inspect.
  - F. If the credentials are appropriate, and before beginning the inspection, the LDWA Board or designee should ask the inspector the reason the inspection is being conducted. If it is routine, no further requests are required. If the inspection was due to an employee complaint, the LDWA Board or designee should request a copy of the complaint. This will help LDWA correct any safety problems.  
***Under no circumstances should the information received on an employee***

***complaint be used for disciplinary action toward an employee as this type of action is prohibited by law.***

- G. the LDWA Board or designee should accompany the inspector during the entire inspection of the job site.
- H. the LDWA Board or designee should take notes throughout the entire inspection. the LDWA Board or designee should note every comment and observation made by those participating in the inspection. The LDWA Board or designee accompanying the inspector should not volunteer any unsolicited information.

**4. ACCIDENT REPORTING PROCEDURES.**

- A. Employees who are injured in connection with employment, regardless of the severity of the injury, must immediately notify the LDWA Board or designee. The LDWA Board or designee will ensure prompt and qualified medical attention is provided and all required UOSHA reports are completed. Employees who do not and/or will not accept qualified medical attention when directed by the LDWA Board or designee shall be subject to disciplinary action, up to and including termination.
- B. The LDWA Board or designee will investigate the job related injury to determine the cause of the injury.
- C. The LDWA Board or designee shall contact UOSHA within twelve (12) hours of the occurrence of any job related death, disabling, serious, or significant injury, and/or any occupational disease.
- D. the LDWA Board or designee shall file the required report with UOSHA within seven (7) days after first knowledge or notification of an injury or occupational disease resulting in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job. Minor injuries such as scratches and cuts do not need to be reported to UOSHA if they require only minor first-aid treatment.
- E. LDWA shall keep a copy of the UOSHA report in their UOSHA File.
- F. LDWA shall give the employee a copy of the UOSHA report and explain the employee's rights and responsibilities concerning the work related injury or occupational disease.
- G. If an employee later dies as a result of work related injury, LDWA shall file a report with UOSHA within seven (7) days of first knowledge or notification of the death.