

## **Workplace Safety Policy and Practices East Multnomah Soil and Water Conservation District**

### **Safe Practices Fundamentals**

1. All District employees are expected to perform their duties in a safe and responsible manner.
2. Unsafe conditions, inadequate safety equipment, unsafe practices and other safety concerns shall be reported to the supervisor immediately. The supervisor shall take prompt, appropriate action and report the situation to the safety committee. Any serious or unresolved safety concerns should be brought to the attention of the Board of Directors at the next scheduled meeting.
3. The District will provide individual first aid kits for field employees to carry in their vehicles or on their person. There are also first aid kits available in the District office supply room, in the break room, and in the bike locker. First aid kits will be inspected quarterly by a member of the safety committee.
4. The District will provide a cellular telephone (assigned or on a check-out basis) for employees who perform field work or who attend offsite evening or weekend meetings and workshops. Employees are expected to have the cell phone turned on during work activities and while in transit to/from work sites. Do not use a cell phone while driving a vehicle.
5. Field staff who perform on-site conservation visits, restoration project work, and other field work are expected daily to inform the District office of their whereabouts in writing, via outlook calendar, or over the telephone, including landowner names and property locations to be visited that day.
6. As a general practice, field staff when working on location will either be accompanied by another member of staff, a crew, or the landowner/land manager.
7. When working with volunteers, employees will ensure that all are aware of safety procedures and have the appropriate safety equipment.
8. Care will be taken not to expose volunteers or employees to unnecessary risk. Potentially hazardous recreational activities such as swimming are not allowed by employees or volunteers during work hours without the express permission of the Executive Director.
9. Signed liability waiver forms are required of all volunteers prior to service.

10. Consent forms are required from parent or guardian for volunteers under 18 years of age.
11. If you will be working with children, prior to any such contact, see the Executive Director for a briefing on mandatory reporting responsibilities.
12. Only those briefed on safety, trained and specifically authorized by their supervisor to do so may access equipment such as the grinder, machetes, chainsaws, bulldozer, tractor, farm implements, herbicides, and related items. Other employees should stay clear of areas where these items are stored.

### **Hazard Assessment**

1. Employees who conduct field activities, workshops or facilitate meetings are expected to tour the site or facility, note in writing any hazards present, and inform the facility or land manager of any remedies needed.
2. An office hazard assessment will be conducted quarterly at the District office by the Safety Committee and identified hazards remedied. These may include extension cords, unstable work surfaces, office clutter, computer station setup, etc. Employees will be provided with adjustable chairs and keyboard trays if requested.
3. Employees who work at home are asked to assess the hazards that might be present and to remedy them. These may include extension cords, unstable work surfaces, office clutter, computer station setup, etc. Employees are encouraged to consider office ergonomics and to acquire adjustable chairs and keyboard trays at their own expense.
4. All District job descriptions will inform the employees about the working conditions associated with the job.

### **Confined Spaces**

No confined spaces (as defined by regulation) are present at EMSWCD headquarters. If confined spaces are encountered offsite, EMSWCD employees and volunteers are not to enter them.

Confined spaces have at least three of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere
2. Contains a material that has the potential for engulfing the entrant
3. Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section
4. Contains any other recognized serious safety or health hazards

Possible examples include a storage tank, utility tunnel or duct. Employees are not to enter spaces having these characteristics.

## **Personal Protective Equipment (PPE)**

1. The District will provide the following personal protective equipment (PPE) and safety equipment for on-site conservation visits and other field work. Field staff should talk with their supervisor about how to access these items. PPE required for common field tasks are listed by task below though PPE listed can be accessed and used for tasks other than those listed. A few items on this list are to be purchased and provided by the employee. These items are marked with an asterisk (\*) below. Field staff should talk with their supervisor about any necessary PPE and safety equipment not listed below.

### Chainsaw Operation

- Approved chainsaw chaps
- Hardhat
- Ear protection
- Eye protection
- Heavy duty, leather gloves
- Long pants\*
- Long sleeved shirt\*
- Closed toed shoes\*

### String Trimmer Operation

- Approved chainsaw chaps, if using metal or plastic cutting blades
- Hardhat, if there is danger of head injuries on the site
- Ear protection
- Eye protection
- Heavy duty, leather gloves
- Long pants\*
- Long sleeved shirt\*
- Closed toed shoes\*

### Grinder Operation

- Ear protection
- Eye protection

### Chemical Mixing and Applications

- Read the chemical label and follow PPE requirements listed on the label
  - These requirements typically include:
    - Eye protection
    - Impermeable exam-type gloves
    - Long pants\*
    - Long sleeved shirt\*
    - Closed toed shoes\*
- A particle mask is available upon request

#### Boating (including motorboats, rafting, and kayaking)

- Properly fitted personal flotation device
- Helmet, if encountering whitewater

#### Shovel, Machete, Pulaski, and Other Hand Held Cutting Tool Use

- Appropriate work gloves
- Long pants\*
- Closed toed shoes\*

#### Miscellaneous safety items

- Cellular telephone

The District will also provide safety kits to be carried in vehicles being operated by staff while conducting district business. These vehicle safety kits will be stored in state owned vehicles and should not be removed from these vehicles. A floater kit(s) will also be available for district staff who are using their own vehicles. Employees who would like to use one of these kits while using their own vehicles to conduct district business should talk with their supervisor about how to access them. The contents of the vehicle safety kits are listed below. If any items are removed from these kits, please inform the safety committee promptly so the items can be replaced.

- First aid kit
- Fire extinguisher
- Flare(s)
- Eye protection
- Ear protection
- Leather work gloves (size small and size large)
- Flashlight (with the batteries reversed)
- Pocket mask for performing emergency breathing

- Body fluid cleanup kit
- Eye wash
- Emergency blanket

Epinephrine pens: Staff who have a known allergy are required to carry an epinephrine pen in the field. These are only available by prescription. For staff who need an epinephrine pen, the District will reimburse staff for the cost of the co-pay associated with the doctor visit to acquire one and for the out of pocket cost of the prescription.

### **Space Heaters and Other Potentially Hazardous Devices**

Space heaters may only be used with permission and only space heaters approved by the District are allowed to be used at District buildings. Before an employee uses a space heater, that employee must read the safety manual and review the safety information in the manual. Care must be taken by employees to make sure space heaters are used in an area free of clutter and flammable materials. Space heaters must be unplugged at all times when not in use. If a space heater is found to be left on repeatedly, an employee may lose their privileges to use a space heater.

Any other potentially hazardous devices brought into District buildings that could cause fire and/or damage to the building such as appliances, hot plates, other heat producing devices, containers or vessels holding large amounts of liquid, etc. must also be approved by the District before use.

### **Hearing Conservation**

The District currently has three task environments where employees are exposed to noise levels that could potentially damage hearing over time. These are:

- proximity to chainsaws
- operation of bulldozer
- operation of tractor.

These will be evaluated for noise levels sufficient to endanger hearing. They will be re-tested when equipment changes or the work environment changes in a way that could be expected to increase noise exposure.

A noise dosimeter will be used to determine if cumulative levels exceed 8-hour time-weighted average of 85 dBA. If these conditions are found, hearing protection will be required and engineering solutions will be pursued. These solutions may include replacing or modifying equipment, increasing the distance between the source of the noise and the employee or other similar measures.

If engineering measures are not sufficient to reduce exposure below 8-hour time-weighted average of 85 dBA, protective equipment will be required, and a schedule of exposure times may be instituted and must be followed.

In addition, all employees exposed to sound above this level will be required to receive an annual hearing evaluation at District expense to ensure that exposure is not eroding hearing.

## **Vehicles**

All employees who use their personal vehicles for work-related activities are required to provide the District with documentation of auto insurance coverage (certificate or wallet card) and proof of a valid driver's license.

Any employees who are authorized to operate District-owned or -leased vehicles are required to provide documentation of insurance and a valid driver's license. The District's insurance carrier, the state motor pool and/or the District may conduct a DMV driving record check before allowing employees to use a District vehicle.

## **Injury/Accident**

Any staff person who experiences an accident or injury while on the job is required to contact the District office and complete an Employee Incident Report. This form must be completed, signed, and delivered or faxed to the District office within 24 hours of the accident or injury, even if the employee doesn't plan to seek medical attention.

If medical attention is sought, also complete a Workers' Compensation Claim Form 801. The District office will forward the forms to SDAO for processing. See your supervisor or The Executive Director for the form. (These forms do *not* have to be filled out before seeking medical attention.)

## **Near Miss/Unsafe Situation**

If you observe an unsafe situation, experience or observe a near-miss (a situation in which an injury could have occurred but did not)

1. If the situation can be corrected (made safe) do so
2. If this is not immediately feasible, close off the area if necessary. Immediately alert your colleagues via email (marking as high importance) and by voice and/or signage.
3. Record the incident or situation on the near-miss sheet in the red safety binder (found on top of bills to pay file cabinet)
4. Alert the safety committee chair of the near miss situation immediately

## **Workplace Violence**

### **Workplace Violence Policy**

The safety and security of its employees, customers and visitors are EMSWCD's most important priorities. Threats and acts of violence against employees, patrons, visitors, guest or other individuals by anyone in or on EMSWCD facilities or vehicles is strictly prohibited at all times and will not be tolerated. Violations of this program by an employee or non-employee will lead to sanctions that may include employment dismissal, exclusion and/or criminal prosecution.

### **Definitions**

Workplace Violence – Any act of physical, verbal or written aggressive behavior that is job-related or is connected to EMSWCD employment or has the potential of being carried out on or in a EMSWCD facility or vehicle.

Workplace Violence focuses primarily on conflicts that arise in conjunction with employment or personal relationships. However, it also includes external threats and violence from strangers that do not have a professional or personal relationship with EMSWCD employees or customers but the violence may be carried out on EMSWCD premises or vehicles.

Workplace violence may include by is not limited to:

- Threats – An expression of intent to commit violence that places the listener in fear of imminent bodily harm, or is of such a character that a reasonable person could be placed in fear of imminent bodily harm upon perceiving the expression of intent.
- Acts of physical, verbal or written aggressive behavior.
- Intimidation – Offenses of criminal mischief, harassment, menacing, or assault when the intent is to intimidate the victim by reason of their race, color, religion, national origin or sexual orientation. (ORS 166.155 – 166.165)
- Harassment – Offensive physical contact or provoking another to a violent response through words or gestures. (ORS 166.065)
- Menacing – Intentional use of words or conduct that places a person in fear of imminent serious physical injury. (ORS 163.190)
- Assault – Causing physical injury to another person. (ORS 163.160 – 163.185)
- Criminal mischief of EMSWCD's property as it would relate to the definition of workplace violence.

### **Proactive Measures**

EMSWCD's policy is to be proactive and to develop and deploy measures designed to counteract threats and acts of violence and may include but not limited to:

1. Controlled Access – exterior doors and headquarters office doors have locks, a security system is present for headquarters. During business hours the back door is locked and the front door is open only if receptionist is present.
2. Cell Phone – field staff carry cellular phones
3. Incident Reports – Employees are required to report potential dangers as well as incidents after-the-fact. Beyond compiling data, the reports are used for preventative action and follow-through on hazardous incidents.
4. Reception desk (or any person) if confronted with a potentially dangerous situation with a visitor will activate the telecom system to alert all workers in the building to come to her/his aid and alert authorities if appropriate.
5. Careful employee selection – EMSWCD will apply the resources available in a diligent selection process.

### **Employee Responsibilities**

1. It is the responsibility of all employees, volunteers and agents of EMSWCD to create and maintain a work environment free of workplace violence.
2. To summon an immediate response to an emergency situation every employee is encouraged to promptly dial 911 and provide relevant information.
3. In order to defuse the situation the initial response may be the removal of the individual from the premises.
4. All EMSWCD personnel shall notify their immediate supervisor of any act of physical, verbal or written aggressive behavior that they have witnessed, have received or have been told that another person has witnessed or received.
5. Even without an actual threat, all personnel shall also report any behavior they have witnessed which they regard as threatening or violent, when the behavior is job-related, when the act might be carried out in EMSWCD's facilities or vehicles, or when it is connected to EMSWCD's employment.
6. Employees shall make this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

### **Employer Responsibility**



1. Any report of a threat or an act of workplace violence shall take the complaint seriously by documenting the information and taking immediate necessary steps to prevent or reduce the impact of any violent act.
2. Threats and acts of violence may be directed to law enforcement for solutions. Law enforcement may assume the leading role to neutralize these threats and potentially violent acts. This procedure is not intended to dictate the tactics and procedures established by law enforcement to manage workplace violence situations.
3. EMSWCD encourages employees who are victims of workplace violence to report the crime to law enforcement. When feasible EMSWCD will facilitate employee's reporting of workplace violence crimes to law enforcement.
4. Additional responses may include, but are not limited to disciplinary action up to and including termination of employment, exclusion from facilities, criminal prosecution of the person or person involved, and suspension or termination of any business relationship.

### **False Reporting**

Due to the significance of workplace violence, allegations are taken very seriously. As deemed appropriate by EMSWCD, erroneous information pertinent to the allegations will be disclosed to the parties involved.

Intentional reporting of known false information by an employee regarding workplace violence could lead to disciplinary action up to and including termination.

### **Retaliation**

Any intimidation, coercion, discrimination or retaliation against an individual who reports an act of workplace violence or who testifies, assists, or participates in any manner in an investigation will not be tolerated. Should an act of retaliation be confirmed, the employee who is retaliating against another person is subject to discipline, up to and including termination.

### **Use of Force: Limitation on the Use of Physical Force**

While EMSWCD employees are **strongly discouraged** from becoming physically engaged, in some cases an employee may be justified in using physical force to defend against an assault.

The Criminal Code of Oregon (ORS 161.205) gives an individual the right to use physical force for **self-defense**.

- **161.205 Use of force generally.** The use of physical force upon another person that would otherwise constitute an offense is justifiable and not criminal under any of the following circumstances:
  - 1) A person acting under a reasonable belief that another person is about to commit suicide or to inflict serious physical self-injury may use physical force upon that person to the extent that the person reasonable believes it necessary to thwart the result.
  - 2) A person may use physical force upon another person in self-defense or in defending a third person, in defending property, in making an arrest or in preventing an escape, as hereafter prescribed in chapter 743, Oregon Laws 1971. [1971 c.743 s.21; 1981 c.246 s.1]
- Employees using physical force for self-defense may use only the force that is reasonable necessary to defend themselves or another person.
- An employee involved in any incident involving physical force must immediately contact (The Executive Director) and submit an incident report.
- Unwarranted or excessive physical force by an employee may result in disciplinary action up to and including termination and/or criminal charges being filed.

## **Emergency/Disaster Plan**

This plan should be used during situations that require immediate response to protect lives or property as a result of an emergency or disaster at EMSWCD. When the need to evacuate the building arises, any member of staff may authorize an evacuation.

Evacuation should proceed whenever:

- Fire or smoke is discovered in a facility.
- Natural events such as a storm or earthquake have damaged the facility or threatened the safety of its occupants.
- External sources of toxic fumes or smoke from a nearby accident or fire may enter the facility. (Sometimes the best course of action to take is to not evacuate but to prevent entry of smoke and fumes through mechanical means – Shelter-In-Place).
- Whenever an alarm is raised by a member of staff indicating the need for an evacuation.

Total evacuation of the building may not always be necessary and in some cases can actually put people in more risk than if they remain in place. Examples of when a partial evacuation or shelter-in place may be appropriate:

- The event is isolated to one floor in one particular area of the building. The potential for the event spreading is unlikely.
- A hostage act is occurring and evacuation of the total building would place people in more danger than keeping them in place.
- A small fire has occurred and been extinguished with minimal damage and no air quality issues would affect the rest of the building.
- A hazardous chemical release has occurred outside the building making it unsafe for people to leave. In place sheltering would be appropriate.

### **Announcing an evacuation**

In the event of a fire or other cause to evacuate the building, the telecom system will be used in combination with calm but loud vocal orders to evacuate immediately. Any member of the staff who becomes aware of a possible fire or other hazard indicating evacuation shall initiate an evacuation following this procedure.

### **Leaving the building**

On being notified of an evacuation, all employees shall promptly and calmly exit the building. Close office doors as you leave unless you know that the evacuation is the result of a bomb threat. Conversation during evacuation should be limited to information relevant to the evacuation and the safety of the staff. Follow designated evacuation routes unless unsafe to do so. Use main staircase to exit. Do not use small staircase unless main staircase is unsafe.

### **Gathering Location**

Gathering location is on the North side of the building west of the driveway on Roselawn. (see map) Use city sidewalks and stay away from building when en route to the meeting place. The gathering location is indicated on maps in the break room, in the classroom, and in the safety binder. In the case that this location is unsafe, the secondary gathering location shall be in the Department of Human Services parking lot on Vancouver Ave.

### **Duties of Employees During an Evacuation**

- Any employee that may have a visitor with them during the event will escort them out of the building during the evacuation.
- If an evacuation should take place during a public meeting, employees will ensure that officials and other members of the public safely evacuate.

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- All employees will assist in helping to notify any disabled person of the need to evacuate the building.

### **Duties of Building Monitors During an Evacuation**

Building monitors will do a sweep of their assigned areas making sure that all people have evacuated the area. Building monitors will notify emergency responders of any rescues that need to be completed. Building monitors will then take roll of the employees that are present. All employees shall be accounted for.

- Julie will sweep west wing making sure everyone has evacuated if it is safe to do so
- Lissa will sweep east wing making sure everyone has evacuated if it is safe to do so
- In the event either is not present, Jean will ensure the building has been evacuated

### **After Hours Responsibility**

In the event of an emergency after business hours, Jean Fike Executive Director will be responsible, if she is unavailable Lissa Adams Chief Financial Officer will be responsible followed by any available member of the Management Team.

### Explosive Device/Chemical/Biological Threat

The majority of threats are received by means of the telephone. The fact that a person calls could indicate that the threat is a hoax or that they do not intend anyone to be injured. Someone who would place a destructive device with the intent to injure probably would not call to warn the prospective victims. Nevertheless, it is important that each employee be aware of the possibility of significant threats and should take **each occurrence seriously**.

If you receive a threat, it is important to have the caller stay on the line as long as possible and to obtain as much information as the caller will provide. The information obtained will greatly assist safety and law enforcement officials in evaluating the seriousness of the call and possibly reduce personal injury and property damage.

**Do not behave in a way that may lead to panic (and injury) among your fellow employees. Simply indicate an evacuation is needed. Do not discuss the nature of the threat until everyone is safely evacuated.**

### Threat Device Search

A search of the facility must be made whenever a threat is received. Law enforcement and fire officials will make the decision as to the type of search or evacuation on the scene.

Upon arrival, the Law Enforcement Bomb Squad/Fire or HazMat teams shall become joint Incident Command. All employees shall follow their direction.

If a device is found, the location of the device shall be noted only. The device is not to be touched or moved by any EMSWCD personnel for any reason.

### Earthquake

Earthquakes occur without warning and can be of any magnitude. They can be very frightening. The damage done by an earthquake generally encompasses most of the scenarios addressed in this procedure (medical emergencies, fires, hazardous material, etc.).

It is the responsibility for all employees to insure that their immediate work area is kept in a clean, orderly manner with all material secured that can potentially become dangerous during an earthquake.

Therefore, in preparation for a possible earthquake, all employees should:

- Mentally prepare themselves for an earthquake disaster.
  - Know where emergency supplies of water, first aid supplies, rescue tools and other provisions are located.
  - Identify safe locations: under sturdy tables, desks, or against inside walls.
  - Identify items to fix: Tall bookshelves and file cabinets that are not secured, light fixtures that are not supported by diagonal wires, etc. (these items should be reported to Facilities Maintenance or your safety committee representative for repair)
  - Practice your plan. All employees should develop a plan for their immediate work area (i.e. where to duck and cover, etc.)

Outside safe locations include open areas away from buildings, trees, light poles and overhead electric wires.

It is important for all employees to know how to respond properly to an earthquake in order to minimize panic and confusion. Normal emergency response systems will generally be overloaded in the event of a significant earthquake. As discussed below all employees must plan to be self-reliant in the early stages of the emergency.

The following are basic actions to follow during the shaking, regardless of where you are when the earthquake hits:

## **REMAIN CALM**

- Earthquakes can be very frightening. Remaining calm will make it easier to respond appropriately.
- If you are indoors, stay there. **DO NOT RUN OUTDOORS.** Most deaths and injuries occur as people leave buildings. All employees should get under a desk or table or stand in a corner of an interior wall. In a significant earthquake, movement will be very difficult. If you cannot get under something sturdy, duck and cover your head with your hands.

## **STAY WHERE YOU ARE**

- If you are outdoors, get into an open area, away from trees, buildings, walls and power lines.
- If you are indoors, stay away from windows and outside walls.
- When driving, pull over to the side of the road and stop; but not under overpasses or power lines. Remain inside the vehicle until the shaking is over.

After the shaking has ceased, the following actions shall take place:

- Be aware of damage that may have occurred.
- Check for persons remaining in your area.
- The evacuation shall take place according to the EMSWCD evacuation procedures. When employees evacuate the facility, they should be watchful for objects that may fall off the outside of the building such as pieces of window glass.
- Follow gas and water shutoff procedure below – if it is necessary and safe to do so
- If significant damage to the structure has occurred, the building should not be re-entered until inspected by a building inspector, structural engineer, or other authorized persons.
- If an employee or visitor is unaccounted for, the Incident Commander may direct a search and rescue of the facility.
- All employees should be prepared to assist as necessary. While employees are not expected to take on any tasks which may endanger their safety, they may assist with first aid, to the level of their training, and with other tasks as directed by the Incident Commander.
- In the event of a major regional disaster, roads and other infrastructure may be damaged. Emergency services, water and food may be unavailable for significant periods of time. EMSWCD has stored potable water and first aid supplies in the Board room and basement for use in such an eventuality.

## Fire and Smoke Emergency

Fires in buildings produce extreme heat and toxic gases and smoke. Most fire deaths are directly attributed to the inhalation of the gases and smoke. Even small amounts of gases and smoke can be fatal and must be avoided.

### **Fire Scene Priorities**

- Evacuate – Follow EMSWCD evacuation procedure. **STAY LOW** (crawl if necessary), to avoid breathing the smoke.
- Contact – Call 911
- Confine – Close off room/area burning if it is safe to do so.
- Report – Notify Executive Director

### **Emergency shutoff procedures – Only perform shutoff procedures if necessary and safe to do so**

- Shut off gas only if you smell gas or hear a hissing sound. NOTE: A gas company employee has to come and turn it back on.
- If there is a water leak in the building and it is safe to enter the basement, shut off the water in the basement (cabinet with shut off valve is in the NE corner room) Directions are written on the wall.
- If there is a water leak and it is unsafe to go in the basement shut the water off at the street – you will need a crescent wrench, one can be found in the bike locker. NOTE: A City employee has to come and turn it back on.
- Shut off electricity by flipping the three main switches located between the boxes on the North side of the house.

## **Medical Emergency**

Medical emergencies are the most common event that faces employees. Being prepared for the event is the key to a quick response to the problem. Heart attack, stroke or any other life threatening event need immediate attention so preplanning is a must for all employees.

First aid training is available to all employees and is required for field staff. CPR/AED training is also available to all employees.

- Check the area that you find the sick or injured person to make sure it is safe for you to enter.
- Call for a coworker to come and help. Seek a trained individual.
- Assess the persons condition (Air way open, breathing, bleeding, circulation)
- Call for paramedics **911**.
- Send someone to meet the Paramedics.

- If the injured person is an employee, obtain their emergency contact and medical information from the envelope in the top drawer of the file cabinet in the reception area, outside the Marketing Office door. Share the information with paramedics and call the employee's contacts.
- When conditions allow, notify member of the management team of the event.

### **Bodily Fluid Spills**

- Only Jean Fike and Deb Ferguson are to clean up any blood or other body fluid spills.
- Notify The Executive Director of the body fluid spill.
- Document the exposure route and try and identify the source individual.

### **Training**

- 1 All employees will be trained on the contents of this document and any documents referenced herein. Whenever changes to the safety policies and procedures occur employees will be provided with information and training on the changes.
- 2 Each employee attending a training session shall sign a form acknowledging the receipt of training that will be placed in the employee's personnel file.
- 3 Additional information will be provided to field staff regarding proper lifting techniques, accident prevention measures, and the use of personal protective equipment.
- 4 Field staff are required to receive first aid/CPR/AED training, paid for by the District.
- 5 Program and administrative staff are offered first aid/CPR/AED training, paid for by the District.

***All employees are responsible for understanding and following these procedures. If you have any questions or concerns promptly contact your supervisor, the Executive Director or the Board Chair.***