

Oregon State University Safety Purchase Assistance Program

Purpose: To provide a method to fund safety-related purchases throughout Oregon State University, to advance a safe work atmosphere, and reduce injury exposure to employees. Specifically, this program document provides guidance on the use and distribution of funds generated through the Employer-at-Injury Program (EAIP) at Oregon State University. EAIP is a program administered by SAIF Corporation which provides financial incentives for employers to allow workers with restrictions due to work-related injuries or illnesses back to work in a temporary modified job or transitional work.

Program:

Departments may request funding for safety related purchases, such as equipment and training, intended to prevent or reduce the severity of occupational injuries, illnesses, and workers' compensation claims.

Examples may include, but are not limited to: safety ladders, lifting assistance equipment, specialized safety training opportunities, and safety or protective equipment for employees.

Departments may request funding for up to 75% of their approved safety related purchase, (departments are required to fund a minimum of 25% of any purchase request), not to exceed a total reimbursement of \$5,000. **Maximum reimbursement of \$5,000 on any request.**

Example 1:

Safety Item cost/Department initial expense:	\$2,500.00
Safety Purchase Assistance Program Reimbursement (75% up to \$5,000 max) (75% = \$1,875, reimbursement maximum of \$5,000)	\$1,875.00
Final Department Cost	\$625.00

Example 2:

Safety Item cost/Department initial expense:	\$7,500.00
Safety Purchase Assistance Program Reimbursement (75% up to \$5,000 max) (75% = \$5,625, reimbursement maximum of \$5,000)	\$5,000.00
Final Department Cost	\$2500.00

Program Exclusions:

General ergonomic equipment: (chairs, keyboards, mouse, sit/stand workstations, etc.) and items considered single use or disposable PPE (disposable ear plugs or latex gloves) as the expectation is that all departments budget for these items which must be replaced on a regular basis and for which budgets should allow for ergonomic choices to replace outdated non-ergonomic items.

Please Note: If a department is unable to supply an ergonomic item due to budget restraints and an employee requires such an item due to a personal health condition, the employee should be referred to the Americans with Disabilities Act (ADA) interactive process through the Office of Equal Opportunity and Access (EOA) to determine if they would qualify for a reasonable accommodation under the ADA. If the employee does qualify, EOA will work with the department to verify if they may be eligible for assistance funding any reasonable accommodations.

General construction and maintenance as the expectation is that the Capital Planning and Facilities Services departments budget for these projects.

Responsibilities:

Requesting Department:

1. Request items through the designated [University online request form](#), including specific item information, cost, intended use, and how the item is intended to reduce injuries and/or claims, and provide information on current and relevant safety programs in place within the department.

The item requested can be a physical item, such as a tool used for a task or work activity to reduce potential injury, or may be something other than equipment, such as training materials or costs necessary to obtain a specialized subject trainer for departments.

2. Work with EH&S Occupational Safety Officer for review of the request, which may include an on-site visit. This review may include evaluating:
 - a. A review of the specific request and intended safety benefits,
 - b. Current relevant departmental safety programs,
 - c. Employee safety training records,
 - d. Safety-In-Motion®/SIM4®/SIM-plicity® training.
3. For approved requests, provide the workers' compensation claims manager with proof of purchase, and provide account code information for journal voucher transfer of approved funds to the department (account index, including account code and activity code, if applicable, to be submitted with initial online request).

Office of Risk Management, Workers' Compensation Claims Manager:

1. Maintain documentation of all reimbursements received through the EAIP from SAIF.
2. Forward all EAIP fund checks to Business Affairs for deposit to the appropriate accounts within Oregon State University.
3. Coordinate review of requests for funds in collaboration with the Environmental Health & Safety (EH&S) Occupational Safety Officer to be used for purchases of items not excluded from program and which are intended to be used towards safety improvements, such as equipment and training, or other safety related items aimed at a reduction of injuries and workers' compensation claims.
4. Notify the requesting department of approval/denial of requests for funds.
 - a. If request is denied, provide an explanation for the denial of program funds.
 - b. If request is approved, verify department purchase (proof of purchase) and delivery. Coordinate journal voucher to transfer reimbursement funds to department for portion of approved purchases once item delivered.

EH&S Occupational Safety Officer:

1. Collaborate with workers' compensation claims manager to review requests for funds.
2. Follow up with the requesting department for additional information on request. If needed, this may include reviewing:

- a. The specific request and its intended safety benefits.
- b. Current relevant departmental safety programs,
- c. Department employee safety training records,
- d. Safety-In-Motion®/SIM4®/SIM-plicity® training (a series of safety programs available through SAIF and presented by designated OSU trainers, which provide basics for proper lifting/carrying, neutral positions, smart workstation setup, and more).