



## Bloodborne Pathogens

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The Bloodborne Pathogens Standard identifies how to determine who has occupational exposure and how to reduce workplace exposure to bloodborne pathogens. Preventative measures and other requirements of the standard are described in the following paragraphs.

### What are Bloodborne Pathogens?

Bloodborne pathogens are micro-organisms that can cause disease when transmitted from an infected individual to another individual through blood and certain body fluids. They are capable of causing serious illness and death. The most common illnesses are Hepatitis B (HBV) and Acquired Immunodeficiency Syndrome (AIDS).



**Bloodborne Pathogens**

### What you should do:

- Routinely check equipment and decontaminate it prior to use, storage, or maintenance.
- Wash your hands after you remove your work gloves, as soon as possible after skin contact with blood or other potentially infectious materials occurs.
- Recapping, removing, or bending needles is prohibited unless you can demonstrate that no alternative is feasible or that such action is required by a specific medical procedure. When recapping, bending, or removing contaminated needles (as required by a medical procedure), this too must be done by mechanical means, such as the use of forceps, or a one-handed technique.
- Shearing or breaking contaminated needles is not permitted.

### Personal Protective Equipment (PPE)

The use of PPE helps prevent occupational exposure to infectious materials. Such equipment includes, but is not limited to, gloves, gowns, laboratory coats, face shields, or masks, and eye protection. PPE is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of the time which the protective equipment will be used.

PPE must also be used if occupational exposure remains after instituting engineering and work practice controls, or if controls are not feasible.

**Under the standards, employers must provide, make accessible, and require the use of PPE at no cost to you.**



## Floors

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The following Oregon-initiated rule relates to 29 CFR 1910.30, Other Working Surfaces:

Floors, floor supports, and required appurtenances shall be well-maintained and kept in good repair. Defects should be remedied as soon as observed. Unless repaired immediately, hazardous floor openings and holes shall be fenced off or otherwise suitably guarded, and shall remain fenced off or guarded until properly repaired.

Floors subject to slipping hazards due to conditions or processes of an operation or materials to which they will be exposed shall be of material and/or design which will effectively control slippery conditions.



## Lifting and First Aid

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### Lifting Techniques

Back injury is the leading lost work time injury in industry, and back injuries are all too common. These injuries are usually painful and can be long lasting and expensive. Here are some suggestions to help avoid back injuries:

1. Lift only loads you can safely handle.
2. Establish good footing.
3. Do not reach over other objects to lift. Move objects out of the way to get to the one you want.
4. Bend at your knees as you grasp the object.
5. Keep your back straight.
6. Get a full hand grip.
7. Lift by straightening the legs.
8. Lift with the load close to your body.
9. Lift slowly.
10. When lifting and turning, avoid twisting the body at the waist. Shift the position of the feet.
11. Reverse the procedure to set the object down.
12. Get help when load is too heavy. Do not hesitate to ask for additional help.

*Don't take a chance on a painful, expensive back injury. Take time to do the job right.*

### First Aid

Every year thousands of minor cuts and scratches become infected, must be treated in the hospital, and result in permanent disability. Keep these facts in mind to avoid an infection:

1. Know where to get first aid.
2. Take the time to get treatment. A few minutes of precaution can save days in the hospital.
3. Don't have any hang-ups about getting treatment or wearing bandages.
4. Don't think that a little cut will not amount to much.
5. Never think that just because similar cuts have healed in the past this one will do the same.
6. Don't worry about your name showing up on an accident report.
7. Don't be afraid that you will miss work because of the accident.
8. Do not use "home remedies" to take care of the problem.

*It is wise to get first aid for all injuries.*



## Musculoskeletal Disorders (MSDs)

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Workers suffering from MSDs may experience less strength for gripping, less range of motion, loss of muscle function and inability to do everyday tasks. Common symptoms include:

- Painful joints
- Pain in wrists, shoulders, forearms, knees
- Pain, tingling or numbness in hands or feet
- Fingers or toes turning white
- Shooting or stabbing pains in arms or legs
- Back or neck pain
- Swelling or inflammation
- Stiffness
- Burning sensation

MSDs are injuries and illnesses that affect muscles, nerves, tendons, ligaments, joints or spinal discs. Your doctor might tell you that you have one of the following common MSDs:

- Carpal tunnel syndrome
- Rotator cuff syndrome
- De Quervain's disease
- Trigger finger
- Sciatica
- Epicondylitis
- Tendinitis

Workplace MSDs are caused by exposure to the following risk factors:

- Repetition - Doing the same motions over and over again.
- Forceful Exertions - Force is the amount of physical effort required to perform a task (such as heavy lifting) or to maintain control of equipment or tools.
- Awkward Postures - Posture is the position your body is in and affects muscle groups that are involved in physical activity.
- Contact Stress - Pressing the body against a hard or sharp edge can result in placing too much pressure on nerves, tendons and blood vessels.
- Vibration - Operating vibrating tools such as sanders, grinders, chippers, routers, drills, and other saws.

OSHA's standard requires Cardinal to respond to employee reports of work-related MSDs or signs and symptoms of MSDs that last seven days after you report them. If Cardinal determines your MSD, or MSD signs or symptoms are connected to your job, Cardinal will provide you with an opportunity to contact a health care professional and receive work restrictions, if necessary. Your wages and benefits will be protected for a period of time while on light duty or temporarily off work to recover. If appropriate, Cardinal will analyze the job and if MSD hazards are found, will take steps to reduce those hazards.



## Personal Protective Equipment (PPE)

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Before starting work you must understand the training given on how to care for, use and maintain personal protective equipment. If you do not demonstrate required skills, or when there are changes in the workplace, or when different types of PPE are introduced to the workforce, you must receive retraining. Training will be documented.



### Personal protective equipment may be, but is not limited to:

- Gloves
- Face shield
- Eye protection
- Hearing protection such as ear plugs or ear muffs
- Respirator
- Hardhat
- Footwear
- Gowns or suits

### Training will occur at the job site and will cover the following areas:

- When PPE is necessary
- What PPE is necessary
- How to put on, remove, adjust, and wear PPE
- The limitations of PPE
- Care, maintenance, and disposal of PPE

You are to wear all necessary PPE at all times while performing work. You are not allowed to begin work until you have received and been trained how to use, adjust, and care for PPE. Call Cardinal before beginning work if training was not provided, or if you feel the work is unsafe or if you have asked for and have not received PPE. Failure to use PPE, or use it properly, may be grounds for disciplinary action.

See your onsite supervisor for details. If you have further questions call Cardinal.



## Safe Driving

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- Driving in inclement weather requires experience, concentration and alertness. Drive defensively so as not to endanger yourself or others.
- Driving under the influence of drugs or alcohol is strictly prohibited.
- Ensure you have all necessary emergency road equipment.
- Do not operate equipment you believe to be unsafe. You must call a supervisor for instructions before proceeding. If you have further questions, call Cardinal.
- Contact your onsite supervisor as well as Cardinal to report hazards, accidents, injuries and illnesses, no matter how minor.
- Workers' compensation claims are investigated. Fraudulent claims will be prosecuted to the fullest extent of the law.
- You are to comply with all applicable traffic laws, and company safety and health rules. Failure to do so may be grounds for disciplinary action.
- You are not to remove, displace, damage, destroy or carry off any safety device, guard, notice or warning provided for use in work.

### Pre-Season Check Up:

- Battery (Wet weather places heavy demand on the battery and charging system.)
- Ignition System (Damaged or worn wires or spark plugs can make starting difficult.)
- Lights (Replace damaged or broken lights or lenses. Clean the lenses often.)
- Brake System
- Tires (Traction is key to good movement, turning and stopping. Make sure tires are properly inflated.)
- Heating and Cooling System (Ensure both heat and air are available to keep windows clear.)
- Windshield Wipers and Washer (Replace blades that streak. Fill the reservoir bottle with washer solvent.)

### Emergency Kit:

Suggested items for your car in case of emergency – Flashlight, Paper towels or cloth, Booster cables, Flares or warning triangle, cell phone or CB radio, Shovel, Blanket, Traction device such as chains, or abrasive material like sand or salt. Keep extra warm clothing, boots, sleeping bag etc. in case of an accident or breakdown. Be prepared to spend an extended period of time in your car waiting for help.

### Wet, Icy, Snowy Weather Driving Techniques:

- Think caution: Go slow.
- Always wear your safety belt.
- Keep your windshield and windows clean.



- Apply power slowly when wheels are stuck: Shift to second gear and accelerate slowly, keeping the tires pointed straight ahead.
- Avoid sudden braking: Attempt instead to steer around an object if possible.
- To reduce chances of hydroplaning, slow down, avoid hard braking or turning sharply, drive in the tracks of the vehicle ahead of you, increase your following distance.
- Stopping on slippery surfaces requires more distance, so increase your following distance.
- Watch the weather closely and act accordingly. If you have internet access visit the website [www.tripcheck.com](http://www.tripcheck.com) before you leave for your destination.
- Call 1-800-977-6368 for Oregon State Police road and weather reports.



## Safety at Work: Things You Should Know

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### **First Aid Emergencies**

- First –aid kit should be available in work area.
- You should not respond to accidents unless you are trained in first aid.
- Know who the designated emergency responder is in your work area.
- Be sure to report any injury, at the time it happens.
- Know the emergency exits.

### **Lacerations**

- If you're handling a knife, always cut away from the body.
- If you do receive a cut, get first aid. Then make sure all surfaces where blood may have spilled are properly cleaned to protect you and others from bloodborne diseases.

### **Eye and Ear Protection**

- Wear Safety glasses to protect your eyes against liquid splashes or flying debris.
- Wear hearing protection when exposed to loud noises.

### **Clothing**

- Clothing should be appropriate to the job and work environment.
- Wear enclosed shoes. Protect your feet from falling objects, lawn mower blades, hot grease, chemical spills, etc.
- Don't wear loose clothing or dangling jewelry that can be caught in moving or rotating parts. Keep long hair restrained.

### **Chemicals**

- Don't use any chemicals without knowing what you need to wear to protect yourself.
- Make sure you have been trained about chemicals that you are using and their potential hazards.





### **Slips, Trips and Falls**

- Floors should be kept clean and free of spills, oils and debris.
- Electrical cords and other objects should not be allowed to extend across a walkway.
- While mopping, make sure signs warn others of the danger of wet surfaces.
- If you have to use a ladder, make sure it is secure. Never step on the top platform of any ladder, including a stepladder.

### **Electrical Shock Hazards**

- Never use electrical equipment when standing in water.

### **Machine Operations**

- Equipment or tools should not be used without proper guards.
- Never reach inside moving machinery.
- Do not wear gloves while using machines with high-speed moving parts, like drill presses.

### **Manual Lifting-Use proper lifting techniques**

- Let your abdomen, legs and buttocks do the work.
- Get closer to the load. Grab the load safely, with your hands placed under the object.
- Bend your knees, with feet slightly spread for balance and stability.
- Keep your head, shoulders, and hips in a straight line as you lift. Do not twist. Turn your entire body, including your feet.
- Get help lifting.

### **Violence in the Workplace**

- If you're working late, keep doors locked and avoid working alone.
- If there is a robbery attempt, don't be a hero! Do not argue or struggle with the perpetrators.
- Ask for an escort to your car if it's late.

### **Unsafe Conditions**

- Report any unsafe conditions or equipment to your supervisor.



## Cardinal Safety Policy

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### Safety Vision Statement

The personal safety and health of each employee of this organization is of primary importance. The prevention of occupationally induced injuries and illness will be given priority over operations productivity. To the greatest degree possible, Cardinal will strive to provide all mechanical and physical facilities required of Cardinal for personal safety and health in keeping with the highest standards.

### Safety Compliance Policy

Workplace safety is a shared responsibility and requires team effort to achieve. It is company policy for all Cardinal employees to perform assigned work in accordance with established safety and health policies, procedures, and work practices. Compliance with safety and health policies, procedures, and work practices are part of your overall evaluation during the year. Serious and/or recurrent violations of established safety and health policies, procedures, and work practices may result in disciplinary action up to and including termination.

### Employer Safety Commitment

- Provide support for safety from the top level down.
- Make reasonable effort to provide realistic dates for correcting safety and health concerns.
- Support training for safety committee members.
- Talk up the positive effects of safety.
- Respond to recommendations in a timely manner.
- Ensure lines of communication are open and non-threatening: notify your supervisor and Cardinal. Call Cardinal at (800) 772-8797.
- Publish safety committee minutes at all Cardinal offices for review by all employees.

**Members:** All Cardinal employees are associated with the Cardinal Safety Committee. Safety Committee Associates (employees) are active payroll participants with Cardinal.

**Responsibilities:** All "associates" are expected to act in accordance with all policies, those listed here and elsewhere. If you have questions, call Cardinal at (800) 772-8797.



**While employed with Cardinal, to the best of my ability I will:**

- Know how to communicate information to the supervisor and to Cardinal.
- Call Cardinal and the client in case of emergency, such as an injury in the work place 24 hours a day (800) 772-8797.
- Know how to safely turn the machine off.
- Know how to read and use on-site Material Safety Data Sheets (if exposed to chemicals during the work day). Your onsite supervisor will give you specific training regarding the recognition of hazardous substances, if any, working with hazardous substances and the use of material safety data sheets (MSDS). Cardinal will give you general training on this subject. You can contact Cardinal 24 hours a day at (800) 772-8797.
- Practice good workplace safety and health procedure.
- Wear and maintain appropriate personal protective safety equipment.
- Safely and properly use and maintain company equipment, tools, and machinery. Never use defective tools or equipment.
- Immediately report all injuries, occupational illnesses (including symptoms of chemical exposure) and accidents (including close calls and near misses) to the on-site workplace supervisor and Cardinal 24 hours a day at (800) 772-8797.
- Make full use of safeguards; including but not limited to guards, barriers, locks, chains, etc.
- Properly follow energy control (lock out/tag out) procedures only when trained and authorized to service equipment by the onsite supervisor.
- You are not allowed to begin work until you have received the appropriate familiarization and PPE needed to safely perform the primary functions of the job. Call Cardinal before beginning work if training was not provided, or if at anytime you feel the work is unsafe.
- Perform lifting and carrying of objects in a safe manner, using appropriate safe lifting techniques. Do not lift more than is reasonably safe to do so. Lift with your knees bent. Do not lift with your back.



## When an Injury is Reported Florence

### Obtain injury information

- Who, What, When, Where, How, Why
- Does this injury qualify for **first aid**?
  - YES - Apply first aid & call your local Cardinal office
  - NO - Then proceed with the following

### Call Cardinal immediately

- (541) 888-9799 or 1 800-342-4742
- After hours - **(541) 988-1840 and leave a message**
- Report as “on-the-job injury”

### Send the worker to a doctor\*

#### **Peace Health (Peace Harbor Hospital)**

400 9<sup>th</sup> St., Florence (541) 997-8412

(Location is open 24 hours)

- Get the name of the doctor
- Call ahead and notify the doctor of the worker’s arrival
- Give the doctor Cardinal’s phone number: (541) 997-4825

### Other important telephone numbers:

- EMERGENCY 911
- Ambulance: (541) 997-9614
- Fire Department: (541) 997-3212
- Police Department: (541) 997-3515
- Poison Control: 1-800-452-7165

\* While employees may see any doctor of their choice the purpose of this guide is to refer them to immediate medical attention by a doctor that accepts workers’ compensation claims



# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 1-31-2017)

## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact \_\_\_\_\_.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name <b>Cardinal Services, Inc.</b>		4. Employer Identification Number (EIN)	
5. Employer address <b>110 Ackerman</b>		6. Employer phone number <b>541.888.9799</b>	
7. City		8. State	9. ZIP code
10. Who can we contact about employee health coverage at this job?			
11. Phone number (if different from above)		12. Email address <b>twx-benefitreview@cardinal-services.com</b>	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

- With respect to dependents:

We do offer coverage. Eligible dependents are:

We do not offer coverage.

- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. **Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?** Employees are eligible if they work 30 hours or more per week.  
Coverage is offered after 60 days at the beginning of the next month.

**Yes** (Continue)  
13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? \_\_\_\_\_ (mm/dd/yyyy) (Continue)

**No** (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard\*?  
 Yes (Go to question 15)  No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard\* **offered only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year? \_\_\_\_\_

Employer won't offer health coverage  
 Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.\* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

\* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)



Bureau of Labor and Industries



Brad Avakian, Commissioner

## REQUIREMENTS OF OREGON'S SICK TIME LAW

Effective January 1, 2016, employers that employ employees in the state of Oregon are required to implement sick time policies and provide sick time to employees. Employers are also required to provide employees with a notice of the law's provisions. This notice is intended to summarize the major provisions of the law, but should not be relied upon as a full and complete summary of the law. The full text of the law and administrative rules adopted by the bureau are available at [www.oregon.gov/boli](http://www.oregon.gov/boli).

**How much sick time does the law require?** Employees begin accruing sick time on the first day of employment and earn one (1) hour of sick time for every 30 hours worked or 1 1/3 hours for every 40 hours worked. Employees may use accrued sick time on the 91<sup>st</sup> calendar day of employment and may use sick time as it is accrued.

Employers may choose to simply give employees ("front load") 40 hours of sick time at the beginning of the year rather than track the number of sick time hours accrued. Employers may also select the 12-month period to be used as the designated "year", e.g., calendar year, fiscal year, employee anniversary date, etc.

Employees may carry over up to 40 hours of unused sick time from one year to the next; however, employers may adopt policies that limit employees to accruing no more than 80 hours of sick time or using no more than 40 hours of sick time in a year.

Paid time off (PTO) policies that include time off for other purposes (such as vacation and other personal time off) comply with the sick time law as long as the policy is substantially equivalent to or more generous than the requirements of the law.

Employees must use accrued sick time in hourly increments unless to do so would pose an undue hardship to the employer, in which case the employer may require sick time to be taken in minimum increments of four hours if the employer allows employees to use at least 56 hours of paid leave per year.

**When must sick time be paid?** Employers with 10 or more employees (6 or more in Portland) in the state must pay employees for sick time taken at the employee's regular rate of pay. All other employers must provide unpaid sick time.

The number of all employees employed by the employer in Oregon must be counted – including full-time, part-time and temporary employees.

**Notices and Verification:** In addition to providing a notice to employees of the requirements of the law, employers are required to provide **quarterly notifications** to employees of the amounts of accrued and unused sick time.

Employers may require employees to provide notices, verifications and certifications for using sick time under certain circumstances. For example, if the need for sick time is foreseeable, employers may require employees to provide up to 10-days' notice of the need to use sick time. Refer to the law and rules for more information.

**Discrimination/Retaliation Prohibited:** It is unlawful for an employer to deny, interfere with, restrain or fail to pay for sick time to which an employee is entitled; or retaliate or in any way discriminate against an employee because the employee has inquired about the provisions of the law, submitted a request for or taken sick time. Complaints may be filed with the Bureau of Labor and Industries.

**Collective Bargaining Agreement Exception:** The sick time law does not apply to certain employees who are covered by a collective bargaining agreement, employed through a hiring hall and whose benefits are provided by a joint multi-employer-employee trust or benefit plan.

### For what purposes may sick time be used?

Employees are entitled to use sick time for the following purposes:

- For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care.
- To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
- To care for a family member with a serious health condition.
- To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
- To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
- To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent for proceedings related to domestic violence, harassment, sexual assault, or stalking.
- To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.
- To donate sick time to another employee for qualifying purposes if the employer has a policy allowing such donations.
- For certain public health emergencies.

Provision of this notice to employees complies with the requirement in the sick time law for employers to provide written notice of the requirements of the law to employees.

For more information, visit our website at [www.oregon.gov/boli](http://www.oregon.gov/boli), or contact us at 971-673-0761 or [mailb@boli.state.or.us](mailto:mailb@boli.state.or.us).