

Commonwealth of KENTUCKY

Safety and Health Manual



The integration of a defined, organized and functional Safety and Health Program must be an integral part of all our activities. That is the express purpose of this document, called the Kentucky Safety and Health Manual. This Safety Manual expresses and summarizes the Commonwealth's direction and commitment towards improving our work environment and controlling employee injuries.

The Executive Safety Advisory Committee was established per Executive Order, 2005-567 and the State Safety Program was established by 101 KAR 2:150.

COMMONWEALTH OF KENTUCKY SAFETY AND HEALTH MANUAL

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I. SAFETY AND HEALTH POLICY STATEMENT

The goal of the Kentucky State Government is to provide the best, cost-effective services to the citizens of the Commonwealth. This mission is achieved by maintaining a safe and healthy workforce. The Kentucky State Safety Program is designed to develop and promote a safe and healthy working environment for the state's most valuable assets, its employees. To this end, this Safety and Health Manual is intended to promote health and safety by setting and enforcing standards; educate State employees on preventative measures, procedures, and practices to reduce work-related accidents by identifying potential hazards and dangers before an injury may occur; provide safety training opportunities, initiatives and outreach; establish partnerships across state government through the Executive Safety Advisory Committee; and to encourage continual improvement of workplace safety and health across all entities of Kentucky State Government.

Accident prevention and efficient operations should always be a managing principle. Accidents resulting in personal injury or damage to equipment and property represent needless losses for employees and for the agency. The efficiency of an organization can be measured directly by its ability to control losses of all types. The Personnel Cabinet has the responsibility for coordinating a comprehensive safety and health program throughout state agencies that is designed to reduce the number of work related accidents and associated costs.

Supervisors of state employees must stress the importance of creating a culture for safe job performance. This Administration is committed to safety in the workplace and that each agency takes whatever steps necessary to ensure proactive support at all management levels for the Kentucky Safety Program and the Executive Safety Advisory Committee.

II. ORGANIZATION AND RESPONSIBILITIES

Management

Safety Program management and direction will be accomplished by onsite management, with authority delegated to specific employees to ensure compliance with State Safety Program's policies and directives.

Management personnel within each Cabinet and Agency (hereinafter "State Entities") shall have full authority and responsibility for Safety Program implementation and maintenance as it pertains to facilities and operations under their State Entities' respective jurisdictions. In addition, management shall provide administrative oversight and direction for all safety and health initiatives. The responsibilities listed below are a baseline requirement to ensure appropriate procedures and practices are implemented in an effort to provide Kentucky state employees with the highest level of occupational safety and health. To this end, State Entities shall also appoint appropriate persons to represent them on the Executive Safety Advisory Committee as outlined in Section III of this manual.

Supervisors

Supervisors are responsible for the safety of those employees under their direction and the safe operation of machines and equipment within their area of employment. Supervisors must perform many tasks in order to ensure a safe working environment for the employees they manage. Supervisors shall:

1. Assume responsibility for safe and healthy working conditions for employees under their direct supervision;
2. Diligently pursue all practical means to reduce and prevent injuries, accidents, collisions and potential liabilities that may present hazards to their employees;
3. Ensure compliance with all safety rules, practices and procedures;
4. Take the initiative to recommend and/or correct any known deficiencies in facilities, work stations, work procedures, employee job knowledge or execution of tasks that could affect loss-control efforts;
5. Conduct an in-person meeting with each employee who has failed to follow a safety rule or procedure, and document all appropriate details of such meeting on the Supervisor Safety Incident Meeting form, located in Appendix A of this manual;
6. Be consistent in enforcement of safety rules and procedures and impartial in taking disciplinary action against employees who, after conducting a Supervisor Safety Incident Meeting, continue to fail in following safety rules and procedures. Be prompt in giving recognition to employees who do follow them consistently;
7. Ensure that each employee is fully trained for each task they are assigned and ensure their understanding of the safety rules and procedures applicable to each task they perform;
8. Halt all operations and activities in which an imminently dangerous condition exists or may exist for employees. Remove employees from a workstation when they are not wearing or correctly utilizing prescribed Personal Protective Equipment (“PPE”);
9. Ensure that all tools and equipment are maintained in a safe and serviceable condition and are adequately stored to ensure the same;
10. Perform periodic inspections of worksite and facilities;
11. Ensure that only trained employees are permitted to operate mechanical and electrical equipment;
12. Instruct all employees on the reporting procedures for all accidents and the necessity of receiving first aid treatment even in the case of minor injury. When an accident does occur, the Supervisor **must** complete the “Supervisor’s Accident Investigation Report” form as provided for in Appendix E of this manual;

13. Maintain a continuous program of on-the-job training. The Supervisor is responsible for ensuring all applicable job training is conducted unless otherwise specified;
14. Ensure that all safety devices and equipment, including PPE, are properly maintained and that each employee knows how to appropriately deploy and utilize the same;
15. Ensure that all areas designated as dangerous are labeled with the type of hazard involved;
16. Ensure that safety considerations are incorporated into all job instructions.

Employees

Employees are responsible for acting in compliance with all safety rules, procedures and practices for which they have been trained and as outlined in Section V of this Manual. Additionally, employees are required to exercise good safety judgment in the course of their work performance to prevent accidents and injuries to themselves and others. Each Employee shall:

1. Report all unsafe conditions and/or unsafe acts to the Supervisor and/or Safety Coordinator in charge of the facility where the condition is observed;
2. Obey all safety rules and procedures, and follow known work instructions. If any uncertainty exists related to the safety of a particular job or task, the employee shall immediately cease work and request further direction from their supervisor before continuing the work;
3. Report any and all injuries, no matter how minor, including incidents that *might* have caused an injury to their supervisor;
4. Be certain that he/she understands instructions completely before starting work and that all safety and health requirements are complied with prior to work activity;
5. Review the safety educational material posted on Safety Bulletin Boards and/or distributed to his/her work area;
6. Know the location of the all first aid and medical equipment, including AED devices, if provided.
7. Check Material Safety Data Sheets (MSDS) when handling unfamiliar hazardous material;
8. Only operate machinery and equipment that they have been trained and authorized to operate;

9. Wear all required PPE when working in hazardous areas or when the task requires an employee to do so. Know PPE limitations and dress safely and appropriately when conducting those tasks;
10. Be able to recognize hazards pertinent to his/her specific job.

III. THE EXECUTIVE SAFETY ADVISORY COMMITTEE (“ESAC”)

The Kentucky State Safety Program was established under Executive Order, 2005-567 and 101 KAR 2:150. The purpose of the Program is to engage in statewide strategic planning to develop and promote a workplace safety program for state employees that will reduce the number of work-related accidents and illnesses. Under this same authority, The Executive Safety Advisory Committee (“ESAC”) serves as a conduit in executing the goals of the Program. The ESAC meets at least quarterly and is comprised of representatives appointed from every State Entity. ESAC appointees assist in the design, coordination, and implementation of the State Safety Program. ESAC will determine the structure, procedure, and policies necessary to increase employee health and safety across state government. Each ESAC appointee is then charged with organizing and chairing a Safety Committee within their respective State Entity as discussed in Section VI of this Manual. The safety and health policies, procedures, and requirements, as promulgated by ESAC and the State Safety Program, are then disseminated through ESAC appointees to their respective Safety Committees and with the intent to ultimately reach each state employee.

ESAC meetings provide the format whereby its members may coordinate resources, and lend their experience and expertise in developing a Safety Program that is second to none. ESAC functions as the structural framework whereby Kentucky state employees may be trained in, and apprised of, the most up-to-date and efficient health and safety information and practices available to today’s workforce.

IV. SAFETY COMMITTEES

Overview

Each ESAC appointee is charged with organizing and chairing a Safety Committee within his/her respective State Entity. A Safety Committee performs a variety of functions, however, it is established primarily as a means of communication between employees and management on matters of safety and health. The Safety Committee should consist of such persons from each agency, commission, department and branch as necessary to ensure that a viable means of communication exists to disseminate information to every employee under the respective entities employment or control. It is the Safety Committee’s responsibility to ensure that all employees within its purview are able to receive, or be made aware of, any statewide or entity specific policies, rules, regulations and/or required procedures.

The Safety Committee shall meet regularly and assist in coordinating training opportunities, disseminating safety information, procedures, and policies to ensure that all injuries and accidents are appropriately documented in accordance with Section IX of this Manual. The primary function of the State Safety Program is to educate employees on preventative measures, procedures, and practices intended to reduce an employee's exposure to injury by identifying potential hazards and dangers before they lead to an accident. This is done by ensuring that all state employees are well trained. In order to be well trained, all state employees must be aware of, and have access to, said training and safety information. It is the role of each Safety Committee to design, organize, and implement certain procedures and channels of communication to this end. *See*, Sections V regarding Safety Communication and Section VI regarding Safety Rules and Practices.

This effort may require a Safety Committee within a larger State Entity to establish sub-safety committees within certain agencies, commissions, departments, branches or certain facilities to ensure the adequate flow of information. Each State Entity is wholly different in both size and structure, and is free to organize its respective Safety Committee, and/or its subcommittees, as it sees fit in order to accomplish the overall purpose of the State Safety Program. Below is a suggested format that may help in establishing the same.

Organization & Administration:

1. The Safety Committee, or subcommittee, will be comprised of, but not limited to, representatives of management, supervisors and employee(s) from the various agencies, commissions, departments, branches or facility locations. Members will serve on a rotational basis or as directed by their ESAC appointee.
2. The Safety Committee shall meet no less than quarterly.
3. The meetings are to follow an established agenda, which includes, but is not be limited to, the specific items included in the "Responsibilities" Section below.
4. The chairperson will establish the meeting agendas, coordinate committee activities, and assign committee member responsibilities.
5. The chairperson will designate a secretary, whose responsibilities will include keeping a written record of each meeting and distributing the agenda and previous meeting minutes to committee members.
6. The written record will cover the date of meeting, persons in attendance, and the safety and health issues discussed and any action taken.
7. Meeting records will be made available to all employees upon their request.
8. The written record of each meeting will be retained for at least three years and kept in the custody of each successive committee secretary.

9. The chairperson will also designate a committee member to maintain the safety bulletin board postings. *See Section V on Safety Communication.*

Responsibilities

The Safety Committee shall have the following specific responsibilities:

1. Reviews results of periodic scheduled, worksite inspections.
2. Reviews investigations of occupational accidents and causes of incidents resulting in injuries, illnesses or exposures to hazardous substances and damage to equipment. Where appropriate, submits suggestions to management for the prevention of future incidents.
3. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, conducts its own inspections or investigations to determine remedial solutions.
4. Reviews employee safety suggestions. Submits recommendations to assist management in the evaluation of suggestions.
5. Conducts an inspection of the facility twice per calendar year and completes the Office Safety Inspection Report located in Appendix D.
6. Reviews and tracks the status of corrective actions generated by Supervisor Safety Incident Meeting reports, or by inspections, investigations, or suggestions.
7. Recommends new safety policies or procedures.
8. Recommends/implements safety and health promotional and educational activities.
9. Ensure that all Supervisor Accident Investigation Reports are sent to the State Safety Program.

V. SAFETY COMMUNICATION

Communication between management, supervisors, and employees on matters of safety and health is essential to an effective Safety Program. The primary means for a Safety Committee to communicate with employees should include: direct personal contact; group safety meetings; written communications; bulletin boards and posted notices; and a safety suggestion system.

Direct Personal Contact

1. Direct personal contact between the supervisors and employees to instruct or discuss safety topics related to the employees' work is a powerful tool for developing favorable employee

behavior toward safety and accident prevention. It is a continuing reminder that management is concerned about employee safety.

2. Direct personal contact with employees on matters of safety and health should be documented. In the event of a safety rule violation or incident, a Supervisor Safety Incident Meeting report, located in Appendix A, should be completed and submitted to the appropriate Safety Committee chair.

Note: Keeping a clear and documented record of direct personal contact on safety rules and job procedures is necessary for a many reasons. The record is a history of what has been discussed with an employee, on what dates, and by what supervisor/s. Such information is useful to establish the fact that employees have been properly instructed, and may also be used as a tool to help decide future topics to discuss with employees and to ensure employees have taken the appropriate remedial actions. A documented meeting also provides a record of training for statutory compliance requirements.

General Safety Meetings

1. Group safety meetings with all of a supervisor's employees are another effective training tool and should be held at least every other month.
 - a. Topics should be chosen that are pertinent to the job safety or health of the group.
 - b. The meeting should include open discussions of certain topics to ensure employee understanding.
 - c. It is also important to obtain suggestions from employees on ways to improve their job safety.
2. All group safety meetings are to be documented with the date, department/group designation, topics, employees' names/signatures, name of the supervisor, and name of the presenter, if other than the supervisor, as located in Appendix B. Supervisor Safety Meeting Record documentation is again important for purposes of KYOSH compliance.

Written Communications

1. Written communication concerning safety and health topics, practices, or matters of interest should be used to convey important, new, or revised policies and procedures.
2. All communications should be dated and conform to state policy regarding such communications.

Bulletin Boards and Postings

1. At least one bulletin board shall be made available for required government postings such as the OSHA and Workers Compensation notices. It will also be used to post safety rules and important policies and procedures.
2. Bulletin boards will be conspicuously located.
 - a. The boards are to be properly maintained.
 - b. One individual from the site Safety Committee will be responsible for maintaining the bulletin board and controlling the notices placed thereon.

VI. SAFETY RULES, PRACTICES, AND PROCEDURES

Statistics maintained by the Workers' Compensation Division of the Kentucky Employee Relations Department show that many job injuries are caused by neglecting fundamental safety precautions. The following list of fundamental safety rules, practices and procedures will assist in preventing work place injuries or accidents. For more information, contact the State Safety Program at 502-564-9653.

General Safety

- Know the job safety requirements for which you are tasked.
- Know your Safety Committee members. Contact them with all safety problems and/or concerns.
- If you cannot safely correct an unsafe condition, report it immediately.
- Read thoroughly all safety materials distributed to you.
- Be certain that all instructions are clearly understood before starting a task.
- Avoid horseplay and distracting others.
- Do not sacrifice safety for the sake of production.
- Always use the handrail on stairs.
- Drive defensively when operating motor vehicles. Observe posted speed limits and wear seat belts.
- Report all injuries to your supervisor, no matter how minor they seem.
- Do not report for work under the influence of alcohol, drugs, or otherwise impaired.

Ergonomics and Workplace Safety

- Learn to lift and handle materials safely. Do not hesitate to ask for help in lifting heavy loads. Always push rather than pull a load.
- Keep walking surfaces free from tripping hazards. Keep work areas dry, clean and orderly.
- Do not leave desk and file cabinet drawers open.
- Open one file drawer at a time. Place heavier drawers at the bottom of the cabinet.
- The top of the computer monitor should not be higher than the user's eyes for normal vision.
- Bifocal and trifocal users may prefer to have their monitor at a lower position.

- The screen and document holder should be the same distance from the eye and at the same level to avoid constant changes in focus and close enough together so the operator can look from one to the other without excessive movement of the neck or back.
- The preferred viewing distance for monitors ranges between 18 and 24 inches.
- The preferred working position for most keyboard operators is with the forearms parallel to the floor and elbows at the sides.
- The mouse should be positioned at the operator's side with his or her arm close to the body for support, while maintaining a straight line between the hand and forearm.
- Do not use office furniture or other objects as a ladder or stool. Inspect ladders before use. Be certain they are in good repair and of the correct height.

Personal Protective Equipment

- Use appropriate respirators when working with hazardous materials.
- Wear safety glasses, goggles, or face-shields when there is a risk of eye injury.
- Never do a task or operate equipment without the required personal protective equipment.
- Wear hard hats when there is a hazard from falling objects.
- Wear substantial shoes when walking on rough or uneven surfaces. Steel-toed shoes are required when working around heavy loads that could fall on feet.
- Wear appropriate gloves to prevent cuts and protect from hazardous materials.
- Wear shoes with slip resistant soles that provide maximum surface traction.

Emergency Procedures

- Know what to do in case of fire or other emergency.
- Know the locations of fire extinguishers and how to use them.

Equipment Safety

- Operate only equipment for which you are capable, trained, and authorized to use.
- Do not wear jewelry or loose clothing around machinery or equipment.
- Do not use defective or unguarded equipment. Report the condition to your supervisor.
- Ensure that machine safety guards are always in place when operating equipment.
- Maintain hand tools in good repair. Inspect them regularly.
- Top heavy equipment should be properly anchored to the floor.
- All pedestal/bench grinders should be equipped with properly adjusted tongue guards, tool rests, and peripheral spindle guards.
- Shield ventilation and exhaust fan blades with mesh (1/2 inch in diameter or smaller), when fans have been installed within seven feet of the work area floor.
- Do not use powered industrial trucks/forklifts that are defective in any manner (horn, brakes, etc.).

Hazardous Materials

- Separate compressed gas cylinders by type when storing them, and secure with valve protection caps in place. Separate oxygen cylinders from fuel gases by at least 20 feet.
- Post "NO SMOKING" signs near all flammable liquids.
- Report chemical spills to appropriate personnel immediately.
- Store flammable liquids such as fuels and solvents (i.e., paint thinner) in approved safety cans. Quantities are also limited by KYOSH standard.

- Ensure compliance with the KYOSH hazard communication standard. This includes a written program, labeling, material data sheets, and training.

Electrical Safety

- Use portable electric tools outdoors only if they are grounded or double insulated and GFCI protected.
- Ground all fixed electrical equipment.
- Use extension cords to temporarily furnish power to portable tools or appliances. Cords must be free of defects and without splices.
- Always put live electrical parts in proper enclosures and under no condition use exposed electrical parts.

Refer to Occupational Safety and Health Standards for General Industry (29 CFR 1910), or Occupational Safety and Health Standards for construction (29 CFR 1926) for more detailed and/or specific regulation information. <http://www.osha.gov>

VII. SAFETY TRAINING

New Employee Orientation Training

Initial worksite training for a new employee will be provided by the Supervisor or a qualified designee. It will begin on the first day of initial employment or new job assignment. At a minimum, the following must be discussed:

1. Review the State Safety Manual and complete and the Safety Orientation Checklist located at Appendix C.
2. Inform all employees of their right and obligation to report all unsafe conditions, and to encourage employees to make suggestions on ways to improve the State Safety Program or improve safety in operations.
3. Explain how the site Safety Committee operates.
4. Inform all employees that compliance with the workplace safety and health rules described in this Safety Manual is required as a condition of employment.
5. Review the Emergency Evacuation Plan for each work location.
6. Complete the below employee training courses. These courses are offered online through the KELMS training portal.
 - a. Fundamentals of Safety and Health
 - b. Workplace Violence Prevention for Employees
 - c. Security Awareness

d. Hazardous Communications

7. Determine previous safety training and certifications an employee has received to develop a plan for future training.

For consistency, all new/transferred employees must complete the above referenced safety aspects of the New Employee Orientation Training.

Job Specific Training

Each employee will be individually trained by his/her supervisor to perform assigned job tasks safely. Each employee will be trained in the safety aspects of their job by the subject matter expert prior to performing the task. Supervisors will document all training provided. Supervisors should use the following methods to increase employee comprehension.

- a. Employees will receive verbal instructions and specific directions on how to perform functions safely.
- b. Employees will receive a demonstration of job tasks, using known safe work practices.
- c. Supervisors will observe employees performing the work previously demonstrated. If necessary, remedial instruction will be provided to correct training deficiencies prior to final release to perform unsupervised work.
- d. Employees will be given safe operating instructions prior to the use and operation of new equipment or processes.
- e. Supervisors shall be responsible for reviewing safe work practices with employees before permitting new, non-routine, or specialized procedures to be performed.
- f. General Safety Rules and Procedures: Supervisors will make employees aware of the rules, policies, and procedures.

VIII. HAZARD RECOGNITION OF UNSAFE CONDITIONS/ACTS

Supervisors and Managers at all levels shall make informal safety inspections a part of their daily routine while monitoring the working conditions in the area for which they are responsible. Safety and health inspections are conducted:

- (1) to identify existing or potential hazards so that appropriate corrective action can be taken; and

- (2) to ensure mandated safety programs and standards are in place, and are being followed and enforced.

Hazard evaluations and scheduled inspections are essential to an effective safety program in order to identify and eliminate hazards, and unsafe conditions and work practices.

1. Supervisors should, as a general practice, make a daily informal inspection of the area under their supervision for the purpose of detecting unsafe work practices and conditions.
2. At least monthly, a member(s) of the Safety Committee and/or management will make a formal inspection of the facility including outside buildings and grounds.
3. A special hazard evaluation inspection will be made by the Safety Committee and/or Management whenever any of the following are introduced into the facility that may represent a new occupational safety and health hazard:
 - a. New substances.
 - b. New processes.
 - c. New procedures.
 - d. New equipment.
 - e. Committee/management is made aware of a new or unrecognized hazard.
4. All formal safety inspections will be documented. Informal daily inspections will be documented when hazards are noted that cannot be immediately corrected.
5. Safety inspection documentation will include the following information:
 - Date of inspection.
 - Name of inspector(s).
 - Description of unsafe conditions or work practices noted.
 - Description of corrective action taken or planned.
 - If corrective action is not taken immediately, the date corrective action is to be completed and the person responsible for taking the corrective action will also be noted.
6. Copies of the reports will be submitted to Management (or designee) within twenty-four hours of the inspection. The inspection report will be forwarded to the appropriate Safety Committees for tracking of corrective action.

Correction of Unsafe Conditions or Work Practices

A procedure to assure that timely corrective action is taken whenever unsafe or unhealthy conditions, work practices or procedures are observed or discovered is an essential element of any effective safety program.

Important: This procedure for correction and tracking of action taken to correct hazards applies regardless of the means for the reporting of the hazard, i.e., safety inspection, accident investigation, suggestion, or any other means the hazard is reported.

Procedure

1. Unsafe conditions and/or acts will be corrected as soon as possible. However, any serious or imminent hazards are to receive immediate attention.
2. If immediate correction is impractical, time specified for corrective action is to be appropriately proportional to the severity of the hazard.
3. Hazardous conditions or procedures for which no corrective action can be determined will be brought to the attention of a supervisor or a Safety Committee member for assistance in determining the action to be taken.
4. When a serious hazard exists which cannot be immediately corrected without endangering employees and/or property, the manager or his/her designee will see that:
 - a. All exposed personnel are removed from the area except those necessary to correct the hazardous condition;
 - b. Where appropriate and reasonable, that warnings are posted and steps are taken to ensure that others are not exposed to the known hazard; and
 - c. That the employees involved in correcting the hazardous condition are provided the necessary safeguards.
5. A Hazard Corrective Action Log will be kept by the Safety Committee, or a management designee. This log will be kept to track corrective action taken on any hazards or safety concerns reported in inspections, accident investigations, and any other means of notification.

IX. REPORTING ACCIDENTS AND ACCIDENT INVESTIGATIONS

Accident Investigation is important to determine causes and to implement corrective action to prevent further occurrences.

1. An accident investigation must be conducted for:
 - a. Any injury requiring medical attention;
 - b. Incidents involving significant property or equipment damage;
 - c. Any hazard or incident that has the potential for serious injury; or

- d. When a review of the OSHA 300 log indicates that there have been three or more minor injuries with the same identified cause or occurring to the same individual.
2. KYOSH regulations require that KYOSH Office be notified by telephone within 8 hours of any fatality, or if one or more employees are hospitalized. For further information, contact the Kentucky Labor Cabinet.
3. Accident Investigation reports will be used to develop injury statistics and analyses to assist management in the improvement of its Safety and Loss Control Program.

Accident Reporting

1. Every work related injury, regardless of its severity, must be reported immediately by the employee to his/her supervisor.
2. The supervisor will conduct an investigation and submit a completed "Supervisor's Accident Investigation Report" (located in Appendix E) to Management within 24 hours. A copy of this investigation report shall be submitted to the appropriate Safety Committee and also to the State Safety Program Coordinator.
3. All sections of the Supervisor's Accident Investigation Report form must be completed. Special emphasis is to be placed on corrective action or recommendations for corrective action to prevent similar occurrences.
4. For any injury requiring outside medical attention, or that has the potential for outside medical attention, the supervisor will complete a First Report of Injury or "IA-1" form. The IA-1 must be received by the Commonwealth Self-Insured Workers' Compensation Program within 3 days per KRS 342.038(3).
5. In the event of a fatality or hospitalization of 3 or more employees, the location supervisor is responsible for immediately contacting the State Safety Coordinator at 502-226-0026. The KYOSH Office must then be notified by telephone, fax or email within 8 hours of accident occurrence by the supervisor. KYOSH must be notified within 72 hours when one or two employees are hospitalized.
6. Corrective action and remedial measures will be initiated by the appropriate Safety Committee.
7. A management member will review and initial each Supervisor's Accident Investigation Report to determine that it is properly completed and that appropriate remedial action has been taken or recommended. When the report is incomplete or of poor quality, it will be returned to the supervisor for additional information or action. A completed report should then be sent to the State Safety Coordinator.

8. The Safety Committee will review each “Supervisor's Accident Investigation Report” for adequacy of corrective action and will continue to monitor corrective measures at monthly meetings to assure that corrective action is promptly taken or completed.
9. A copy of the “Supervisor’s Accident Investigation Report” will be retained by the appropriate Safety Committee for 8 years.

Investigative Process

1. Immediately after an accident, the supervisor must assure that any injured employee(s) receives necessary medical treatment. The next action is to take measures to control any conditions that are immediately hazardous to others, and, if possible, to limit further equipment or property damage.
2. Unless necessary, the immediate physical location of the accident or incident is not to be disturbed until the supervisor has had ample time to examine the scene and complete a Supervisor’s Accident Investigation Report. Do not attempt to repair or remove the source or agent of the accident until it has been evaluated by all those involved in the investigation. Where possible, photographs should be taken of the scene and unsafe conditions involved in the accident.
3. The supervisor should interview the injured employee(s) as soon as possible. There are two circumstances under which it is acceptable to postpone questioning of injured personnel:
 - a. If doing so delays medical treatment.
 - b. If the injured employee is extremely upset or in pain.
4. Witnesses are important sources of accident information and should be separately interviewed promptly after an accident. The following steps should be taken when conducting accident investigations:
 - a. Remind the employee to give their complete version.
 - b. Ask questions necessary to complete a thorough investigation.
 - c. Review the report with the witness to ensure its accuracy.
5. Discuss methods of preventing the accident from recurring.
6. Detailed notes of all comments are to be recorded and kept with the Supervisor's Accident Investigation Report.
7. The investigator(s) must keep in mind that in almost every accident a combination of hazardous conditions and unsafe acts likely contributed to causing the accident. Mechanical defects, such as missing or inadequate guards, poor maintenance, congested work areas or poor lighting must be considered and recorded. The supervisor should be sure to note all unsafe acts and hazardous conditions that contributed to a single accident.

8. If similar accidents are to be prevented from happening again, the underlying causes for both the unsafe acts and conditions must be found and corrective action taken. It is the responsibility of management and supervision to assure that corrective action is taken in all investigations of injuries and property damage.

X. RECORDKEEPING AND ANALYSIS

General

Well-maintained records provide data for evaluating the effectiveness of a safety program and evidence of compliance with safety standards. Supervisors may use these records to identify the need for training in new areas, provide more in-depth training for staff, identify processes needing additional job safety analysis, and locate hazards which have not been corrected or are undetected. Records shall be continuously maintained and readily available for inspection. In addition to certain record keeping requirements listed below, numerous specific standards require records be maintained at applicable worksites. Areas using respirators, heavy equipment, or hearing protection programs are examples of worksites that must meet certain record keeping requirements. The primary record keeping centers are the worksites. When worksites are assigned to five or fewer employees, the record keeping center may be established at the department level. However, certain information and reports must be posted at the permanent worksite.

Record Keeping Centers

A Record Keeping Center (at each worksite) shall provide a central location for all safety material and files. The Record Keeping Center will contain all Safety Files for the worksite and will be in the custody of the onsite supervisor. Safety Files shall include as a minimum:

1. Employee safety training records for each employee;
2. Site emergency plan;
3. Bloodborne pathogens exposure control plan;
4. Lockout/Tagout and administrative respirator programs (where applicable);
5. Hazard communication program;
6. All site safety inspection reports;
7. Supervisor Accident Investigation Reports and First Report of Injury or Illness Forms (IA-1);
8. Site Safety Committee minutes; and

9. OSHA record keeping logs.

Job Related Accidents, Injuries and Illnesses

1. A copy of the Supervisor's Accident Investigation Report shall be maintained at the worksite. A copy of the First Report of Injury or Illness (IA-1) form will be attached and maintained where applicable, as well as medical reports pertaining to the accident.
2. The Log and Summary of Occupational Injuries, Diseases, or Illnesses (OSHA 300) shall be maintained at each worksite. Each accident shall be entered in accordance with the form's instructions within six (6) working days of learning that an injury, accident or illness has occurred. The Log shall be maintained on a calendar year basis.
3. The Log certification shall be accomplished by affixing the signature of the Supervisor.
4. When a worksite is located apart from the Record Keeping Center, the Site Manager shall provide the telephone number and a contact person at the Record Keeping Center so that employees have access to records during business hours.

Safety Committee Records

The site or State Entity's Safety Committee Members' job titles and phone numbers shall be continuously displayed on the worksite Safety Bulletin Board.

1. The site Safety Committee secretary shall be responsible for the minutes of all meetings.
2. The site Safety Committee minutes shall be maintained at the worksite for a period of two (2) years.

Training Records

1. Each worksite or Record Keeping Center shall establish and maintain an Employee Safety Training Record using the standard forms provided in Appendix C of this manual.
2. The Employee Safety Training Records will be maintained from an employee's first day of employment to the end of employment or transfer. The employee will be provided a copy when transferring or departing.
3. The training record may be used by the site Manager to certify individuals as qualified to operate certain types of equipment or vehicles.
4. Annual retraining will be posted using separate entries for each year the training is received or required.

Inspection Reports

1. Daily supervisor walk-through inspections may be recorded and maintained at the Supervisor's discretion.
2. The Office Safety Inspection Report (Appendix D) with corrective actions shall be maintained for a period of one (1) year.

Equipment Records

Records of equipment maintenance, inspections, tests, and service work which are required by specific standards shall be maintained until equipment is transferred or disposed. This includes personal protection equipment records.

XI. EMPLOYEE ACKNOWLEDGEMENT

Safety Manual Acknowledgement

I acknowledge I have read the Safety Manual and understand my responsibility to all policies set forth. I further acknowledge I have full access to all Health and Safety documentation filed with my department and state.

Name (please print)

Position

Signature

Date

(Remove and retain this sheet in the Employee's Personnel File)
Est: December 1, 2016

Appendix A

Supervisor Safety Incident Meeting

Date: _____

Supervisor: _____

Employee: _____

Nature of Safety Violation or Incident:

Corrective Measures Discussed to Ensure the Violation or Incident Does Not Occur Again:

Appendix B

Supervisor Safety Meeting Record

Department:	Supervisor:
Location:	
Date of Meeting:	Date of Previous Meeting:
Safety Meeting Topic:	
Safety Training Presented by:	
Employee Name	Employee Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
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26.	
27.	
28.	

Appendix C

SAFETY ORIENTATION CHECKLIST

Employee's Name _____ Date _____

Date Employed _____ Department _____

Job Title _____

Instructions to be given by Safety Coordinator or Supervisor

ITEMS COVERED	INITIALS	ITEMS COVERED	INITIALS
• STATE SAFETY POLICY		• EMERGENCY PROCEDURE PROGRAM	
• SAFETY ORGANIZATION & PROGRAM		Fire Protection	
Employee Participation in Program		Tornado or windstorm	
KELMS Safety Videos		Bomb Threat	
Employee Safety Suggestion Program		• INTRODUCE DEPARTMENT SUPERVISORS	
Facility Safety Rules and Regulations		• OTHER:	
• MEDICAL FACILITIES AND PROGRAM			
Reporting of accidents and any resulting injuries or illnesses			
Location of Dispensary and/or first aid room or stations			
• PERSONAL PROTECTIVE EQUIPMENT PROGRAM			
• HAZARD COMMUNICATION PROGRAM (RIGHT-TO-KNOW)			

The above items checked were covered during my orientation:

Employee's Signature: _____

The above items checked were covered during the orientation of the above named.

Safety Coordinator's Signature: _____

SAFETY ORIENTATION CHECKLIST (Page 2)

Employee's Name _____

Date Employed _____ Department _____

Job Title _____ Shift _____

Assigned Job and Instructed in Safe Job Procedure on (Date) _____

Instructions to Be Given by Safety Coordinator or Supervisor

ITEMS COVERED	DATE & INITIALS OF SUPERVISOR	ORIENTATION	FOLLOW-UP	
			Date	Date
1. HAZARDS THAT EXIST IN DEPARTMENT AND/OR AREA OR JOB				
2. REPORTING OF UNSAFE CONDITIONS NOTED				
3. GENERAL AND DEPARTMENT SAFETY RULES AND REGULATIONS REVIEW				
4. REVIEW EMERGENCY PROGRAM AND PROCEDURES				
Fire Prevention Rules for department or area				
Location and use of fire extinguishers				
Reporting of fires - location of fire alarm				
Location of emergency exits				
Evacuation procedures				
Location of assembly area by department for roll call				
Tornado or windstorm				
Bomb threat				
5. REPORTING OF ACCIDENTS, INJURIES, AND ILLNESSES				
6. LOCATION OF FIRST AID STATION AND/OR DISPENSARY				
7. IDENTIFICATION OF FIRST AID TRAINED PERSONNEL				
8. PERSONAL PROTECTIVE EQUIPMENT PROGRAM				

SAFETY ORIENTATION CHECKLIST (Page 3)

_____ Department

Instructions to Be Given by Supervisor

ITEMS COVERED	DATE & INITIALS OF SUPERVISOR	ORIENTATION	FOLLOW-UP	
			Date	Date
9. HEARING CONSERVATION PROGRAM				
10. LOCK-OUT/TAG-OUT PROGRAM				
11. CONFINED SPACE ENTRY PROGRAM				
12. MAINTENANCE OF TOOLS AND EQUIPMENT				
13. MACHINE GUARDING PROGRAM				
14. INSTRUCTION IN PROPER MATERIAL HANDLING				
15. HOUSEKEEPING AND MATERIAL AND EQUIPMENT STORAGE				
16. SAFE OPERATION OF MATERIAL HANDLING EQUIPMENT				
17. PERSONAL HYGIENE AND CLEANLINESS				
• Appropriate Apparel & Wearing of Jewelry				
18. REVIEW EMPLOYEE PARTICIPATION IN FACILITY AND DEPARTMENT SAFETY PROGRAMS				
19. HAZARD COMMUNICATION PROGRAM (Chemical Right-To-Know Law)				
• Labels Practice				
• Material Safety Data Sheets				
• Training on Precautions for Specific Hazards				
20. OTHER				

The above items have been thoroughly covered, and I understand them.

_____	_____	_____
Employee's Signature	Orientation Date	Supervisor's Signature
_____	_____	_____
Employee's Signature	Follow-Up Date	Supervisor's Signature
_____	_____	_____
Employee's Signature	Follow-Up Date	Supervisor's Signature

Note to the Supervisor: Copies of the completed and signed form are to be returned to the Personnel Department and Safety Committee after the employee's orientation.

Appendix D

OFFICE SAFETY INSPECTION REPORT

Office Name: _____

The importance of remedial follow-up, whether it be work practice, detection of hazardous physical condition, or hazardous substance problem, cannot be over-emphasized if the inspection is to be meaningful and effective. Response with an * will require corrective action and follow-up. The Office Safety Inspection Report should be conducted twice per year by the appropriate Safety Committee, and maintained for a period of three (3) years.

Physical Conditions	No	Yes	Correction Requested	Date Completed
<i>Life Safety</i>				
Aisles/Walkways				
Are aisles/walkways obstructed?	<input type="checkbox"/>	<input type="checkbox"/> *		
Exits				
Are exits easily accessible?	<input type="checkbox"/> *	<input type="checkbox"/>		
Are exits free from obstructions?	<input type="checkbox"/> *	<input type="checkbox"/>		
Are exit signs illuminated?	<input type="checkbox"/> *	<input type="checkbox"/>		
Are exit signs clearly visible from employee areas?	<input type="checkbox"/> *	<input type="checkbox"/>		
Emergency Lights				
Do they function?	<input type="checkbox"/> *	<input type="checkbox"/>		
Do they provide sufficient illumination?	<input type="checkbox"/> *	<input type="checkbox"/>		
Are they adequately located?	<input type="checkbox"/> *	<input type="checkbox"/>		
Stairways				
Are there any cracked steps?	<input type="checkbox"/>	<input type="checkbox"/> *		
Do steps have a slip-resistant surface?	<input type="checkbox"/> *	<input type="checkbox"/>		
Are there missing or loose handrails?	<input type="checkbox"/>	<input type="checkbox"/> *		
Is lighting adequate?	<input type="checkbox"/> *	<input type="checkbox"/>		
Walking/Working Surfaces				
Are employees exposed to slipping/tripping hazards from:				
Electrical wiring and/or VDT cables?	<input type="checkbox"/>	<input type="checkbox"/> *		
Telephone wiring?	<input type="checkbox"/>	<input type="checkbox"/> *		
Electrical/telephone outlets?	<input type="checkbox"/>	<input type="checkbox"/> *		
Congestion in work areas?	<input type="checkbox"/>	<input type="checkbox"/> *		
Floors/Carpets				
Are carpets frayed or torn?	<input type="checkbox"/>	<input type="checkbox"/> *		
Are mat edges curled?	<input type="checkbox"/>	<input type="checkbox"/> *		
Are the floors wet and/or slippery?	<input type="checkbox"/>	<input type="checkbox"/> *		
Are tiles missing or broken?	<input type="checkbox"/>	<input type="checkbox"/> *		
Is the floor cracked or are there holes?	<input type="checkbox"/>	<input type="checkbox"/> *		
Storage Techniques				
Exposures to injury from falling objects or from lifting heavy objects:				
Are heavy boxes stored at waist height?	<input type="checkbox"/> *	<input type="checkbox"/>		
Is heavy, bulky or sharp material stored overhead?	<input type="checkbox"/>	<input type="checkbox"/> *		
Are bookcases/file cabinets anchored?	<input type="checkbox"/> *	<input type="checkbox"/>		
Are aisles in storage areas congested?	<input type="checkbox"/>	<input type="checkbox"/> *		
Are aisles a minimum of 24" wide?	<input type="checkbox"/> *	<input type="checkbox"/>		
Is housekeeping adequate?	<input type="checkbox"/> *	<input type="checkbox"/>		

	No	Yes	Correction Requested	Date Completed
Physical Conditions				
Office Furniture				
Are employees exposed to hazards from poorly maintained or adjusted furniture including:				
Defective chairs?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Inoperable desk drawers?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Unstable file cabinets?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Overloading file cabinets?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Machinery/Equipment				
Unguarded moving parts?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Defective wiring on cords?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Sharp edges or burrs on equipment?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Lighting				
Is lighting adequate?	<input type="checkbox"/> *	<input type="checkbox"/>	_____	_____
Is there glare or excessive light?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Are there obstructions creating darkness or shadow areas?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Parking Lots/Sidewalks				
Are there potholes?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Are there cracks or uneven surfaces?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Is lighting adequate?	<input type="checkbox"/> *	<input type="checkbox"/>	_____	_____
Are there accumulations of snow or ice?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Work Practices				
Unsafe practices observed in the office environment:				
Leaving file or desk drawers open?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Standing on chairs?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Ignoring liquid spills?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Running?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Horseplay?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
Hazard Communication				
Material safety data sheets on file?	<input type="checkbox"/> *	<input type="checkbox"/>	_____	_____
Employee right-to-know training provided?	<input type="checkbox"/> *	<input type="checkbox"/>	_____	_____
Training logs on file?	<input type="checkbox"/> *	<input type="checkbox"/>	_____	_____
Hazardous substance storage and use				
Notice posted?	<input type="checkbox"/> *	<input type="checkbox"/>	_____	_____
Containers properly labeled?	<input type="checkbox"/> *	<input type="checkbox"/>	_____	_____
Following proper usage and storage procedure?	<input type="checkbox"/> *	<input type="checkbox"/>	_____	_____

Additional comments:

 Inspection completed by: _____ Date: _____

Safety Committee Review

Comments: _____

Committee Chairperson Signature: _____ Date: _____

Appendix E



Supervisor's Accident Investigation Report

This report should be completed by the supervisor of the employee involved in the incident.

Section I. Employee Information:

Name: _____ Job Title: _____
 Cabinet: _____ Department: _____
 Division / Facility / Location: _____
 Length of Employment: Less than 1 mo. 1-6 mos. 6 mos.-5 yrs Over 5 yrs.
 Time in Current Job: Less than 1 mo. 1-6 mos. 6 mos.-5 yrs Over 5 yrs.

Section II. Accident Description: Include date/time of incident, where event occurred, describe what happened, task being performed, objects involved. Attach supporting documentation, for example photographs, drawings, etc. Please be specific.

- Routine Task Non-routine Task Overtime Shift
 Working Alone Working w/ Group Supervised Not Supervised

Section III. Witnesses:

Name: _____ Contact information: _____
 Name: _____ Contact information: _____
 Name: _____ Contact information: _____

Section IV. Type of Equipment/Machinery Involved:

Equipment/Machinery Placed:

- Out of Service Repaired

Section V. Injury Information:

- | | | | | | |
|-------------------------------------|-------------------------------------|---------------------------------------|------------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Abrasion | <input type="checkbox"/> Contusion | <input type="checkbox"/> Laceration | <input type="checkbox"/> Puncture | <input type="checkbox"/> Heat | <input type="checkbox"/> Avulsion |
| <input type="checkbox"/> Burn | <input type="checkbox"/> Dermatitis | <input type="checkbox"/> Foreign Body | <input type="checkbox"/> Fracture | <input type="checkbox"/> Cold | <input type="checkbox"/> Radiation |
| <input type="checkbox"/> Inhalation | <input type="checkbox"/> Absorption | <input type="checkbox"/> Ingestion | <input type="checkbox"/> Injection | <input type="checkbox"/> Sprain | <input type="checkbox"/> Strain |

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Cc: Agency Safety Committee Representative

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