

# Commonwealth of KENTUCKY

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## Safety and Health Manual

2/22/2013

The integration of a defined, organized and functional Safety and Health Program must be an integral part of all our activities. That is the expressed 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. As we proceed to improve our program, this manual will continue to grow and expand.

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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## **II. Safety Policy Statement**

The goal of Kentucky State Government is to provide the best, cost-effective services to the citizens of the Commonwealth. This mission is achieved by maintaining a qualified and healthy workforce. The safety of our employees must always be the focus of our attention.

The Personnel Cabinet has the responsibility for coordinating a comprehensive safety program throughout state agencies that is designed to reduce the number of work related accidents and associated costs.

Accident prevention and efficient operations should always be a managing principle. The efficiency of an organization can be measured directly by its ability to control losses of all types. Accidents resulting in personal injury or damage to equipment and property represent needless losses for employees and for the agency.

Our supervisors must stress the importance of creating a climate as well as a culture for safe job performance. This administration is committed to safety in the workplace and that each agency takes whatever steps necessary to insure proactive support at all management levels for the Kentucky Safety Program and the Executive Safety Advisory Committee.

## **II. RESPONSIBILITIES**

### **Management**

Safety Program management and direction will be accomplished overall by the onsite management, with authority delegated to specific employees.

Cabinet/Agency management shall be fully responsible for Safety Program implementation and maintenance as it pertains to operations under his/her jurisdiction. In addition, management shall provide administrative oversight and direction for the safety and health initiative. The responsibilities listed below are minimum and they shall in no way be construed to limit individual initiative to recommend improvements, to curb injuries/illnesses, and/or monetary losses.

Cabinet/Agency managers have full authority and responsibility for the Safety Program implementation and maintenance as it pertains to facilities and operations under his/her jurisdiction. He/she shall coordinate safety concerns with assigned area Safety Specialist and/or the State Safety Director.

### **Supervisors**

The Supervisor is responsible for the safety of employees under his/her direction and the safe operation of machines and equipment within his/her area. Each Supervisor shall:

1. Assume responsibility for safe and healthful working conditions for employees while they are under his/her direct supervision.
2. Diligently pursue the reduction of preventable injuries, accidents, collisions and liabilities incurred by employees he/she supervises.
3. Ensure full compliance with all safety rules and procedures.
4. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that could affect loss-control efforts.
5. Document, for the record, a conference with each employee who has failed to follow a safety rule or procedure.

6. Be consistent in enforcement of safety rules and procedures and impartial in taking disciplinary action against employees who, after warning, fail to follow 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 he/she is assigned and ensure he/she is familiar with published safety rules and procedures applicable to each task.
8. Halt operations/activities in which an imminently dangerous condition exists for employees. Remove employees from jobs when they are not wearing or using prescribed Personal Protective Equipment (PPE).
9. Inspect all tools and equipment at frequent intervals and keep in a safe and serviceable condition.
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.
13. Maintain a continuous program of on-the-job training. The Supervisor is responsible for all applicable training unless otherwise specified.
14. Ensure that all safety devices/equipment including PPE are properly maintained, that employees know how to maintain them, know their limitations, and when, why, and how to use them.
15. Ensure that the "buddy" system is used for tasks which involve hazardous work.
16. Ensure that all areas designated as dangerous are labeled with the type of hazard involved.
17. Ensure that safety considerations are incorporated into all job instructions.

## **Employees**

Employees are required to exercise good safety judgment in the course of their work 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. Be individually responsible to keep himself/herself, other employees, and equipment free from mishap.
3. Obey all safety rules and follow known work instructions. If any doubt exists about the safety of doing a job, stop the job, and get instructions from the supervisor before continuing work.
4. Report all injuries, no matter how minor, and all near misses to his/her supervisor.
5. Be certain that he/she understands instructions completely before starting work and all safety and health requirements are complied with prior to work activity.
6. Review the safety educational material posted on Safety Bulletin Boards and/or distributed to his/her work area.
7. Know how and where to obtain needed medical help.
8. Check Material Safety Data Sheets (MSDS) when handling unfamiliar hazardous material.
9. Operate only machinery and equipment that he/she has been trained and authorized to operate by his/her supervisor.
10. Wear required Personal Protective Equipment when working in hazardous areas. Know PPE limitations and dress safely and properly.
11. Be able to recognize hazards pertinent to his/her specific job.
12. Act as an employee representative on Site Safety Committees when assigned.

### **III. SAFETY RULES AND PRACTICES**

Statistics maintained by Workers' Compensation show that many job injuries are caused by neglecting fundamental safety precautions. The following list of safety rules will help you stay free of injury. Read and practice them. For more information, contact the State Safety Program at 502-564-9653 or email us [here](#).

#### **General Safety**

- Know the job safety requirements.
- Know your Agency Safety Representative and Agency Safety Officer. Contact him or her with all safety problems and/or concerns.
- If you cannot 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 avoid 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 or drugs.

#### **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 instead of a ladder. 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 qualified and authorized.
- 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 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>*

## IV. 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 outside medical attention,
  - b. Incidents involving significant property or equipment damage,
  - c. Any injury or incident that has the potential for serious injury ("Near Serious" incident).
  - d. When a review of the OSHA 300 log indicates 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 1 or more employees are hospitalized. Click [here](#) to view Labor Cabinet **What to do in Case of an Accident, Amputation, or Fatality.**
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 complete "Supervisors Accident Investigation Report" to Management (or his designate) within 24 hours. A copy of this investigation report should be submitted to the State Safety Program.
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 TPA within 3 days per KRS 342.038.
5. In event of a fatality or hospitalization of 3 or more employees, the location supervisor is responsible for immediately contacting the State Safety Director. The KYOSH Office will 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 1 or 2 employees are hospitalized. Click [here](#) to view Labor Cabinet **What to do in Case of an Accident, Amputation, or Fatality**.

6. Corrective action will be initiated in accordance with the Policy on Correction of Unsafe Work Conditions and Practices.
7. Management will review and initial each "Supervisor's Accident Investigation Report" to determine that it is properly completed and that appropriate remedial action was taken or recommended. When the report is incomplete or of poor quality, it will be returned to the supervisor for additional information or action.
8. A copy of the "Supervisor's Accident Investigation Report" will be retained for 8 years.
9. The Site 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 adequately taken or completed.

### **Investigative Process**

1. Immediately after an accident, the supervisor must assure that any injured employee(s) receive necessary medical treatment. The next action is to take measures to control any conditions that are immediately hazardous to people, protect other employees from any hazardous conditions, and to limit further equipment or property damage.
2. Unless necessary, the immediate physical environment of the accident area is not to be disturbed until all personnel involved in the investigation have had ample time to examine the scene. 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 correct to postpone questioning of injured personnel:
  - a. If doing so delays medical treatment.
  - b. If the injured 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 to complete a thorough investigation.
  - c. Review your understanding of the accident.

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 combined to cause the accident. Mechanical defects, such as missing or inadequate guards, poor maintenance, congested work areas or poor lighting must be considered and recorded. There can be more than one unsafe act and hazardous condition involved in 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.
9. It is the responsibility of management and supervision to assure that corrective action is taken in all investigations of injuries and property damage.

## V. SAFETY COMMUNICATION

Communication between management and employees on matters of safety is of primary importance in order to have an effective Safety Program. The primary means of communicating with employees will include: Safety committee(s); personal safety contacts; group safety meetings; written communications; bulletin boards and posted notices; and a safety suggestion system.

Safety Committee (See Safety Committee section of this manual)

### Individual Contacts

1. Individual contacts between the supervisor and employee to instruct or discuss some safety topic related to the employee's work are powerful tools for developing favorable employee behavior toward safety and accident prevention. They are continuing reminders that management is concerned about employee safety.
2. Individual contacts with employees on matters of safety and health should be documented.

Important: Keeping a record of personal contacts on safety rules and job procedures is necessary for a number of reasons. The record is a history of what has been discussed with an employee, on what dates, and by what supervisors. Such information is useful to establish the fact that a person has been properly instructed. Secondly, a record can be a tool to help decide future topics to discuss with the employee. Thirdly, they provide a record of training for statutory compliance requirements.

### General Safety Meetings

1. Group safety meetings with all the supervisor's employees are another effective training tool and should be held at least on a monthly basis.
  - 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 the topic to ensure employee understanding.
  - c. It is also important to obtain suggestions from employees on means for improving their job safety.
2. All group safety meetings are to be documented with the date, department/group designation, topic, employees' names/signatures, name of the supervisor, and name of the presenter if other than the supervisor. Supervisor Safety Meeting Record\_documentation is again important for purposes of KYOSH compliance.

### Written Communications

1. Written communication of safety and health topics, practices, or matters of interest will 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 posting of required government postings such as the OSHA and Workers' Compensation required notices. They will 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 will be responsible for maintaining the bulletin board and controlling the notices placed thereon.

## **VI. SAFETY COMMITTEE**

The Safety Committee is established as a means of communication between employees and management on matters of safety and health. Its main objective is to involve employees and supervision in a common effort for the continuous improvement of the Safety Program.

### **Organization & Administration:**

1. The Safety Committee will be comprised of, but not limited to, representatives of management, supervisors and employee(s) from the various departments/sections of the facility. Members will serve on a rotational basis.
2. The Safety Committee shall meet no less than quarterly.
3. The meetings are to follow an established agenda, and include but not be limited to the specific items included in the "Responsibilities" Section.
4. A chairperson will be chosen to serve for a one year period. Duties of the chairperson will be to establish 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 agendas and minutes.
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.
8. The written record of each meeting will be retained for at least three years.

### **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, as described.
6. Reviews and tracks the status of corrective actions generated by inspections, investigations, suggestions, etc.
7. Reviews/audits various elements of the Injury and Illness Program to assure their effectiveness.
8. Recommends new safety policies or procedures.
9. Recommends/implements safety and health promotional and educational activities.

## **VII. SAFETY TRAINING**

### **New Employee Orientation Training**

Initial worksite training for 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. As a minimum, the following will be discussed in the initial worksite orientation phase:

1. Review the Safety Manual, how to use it, and where a copy will be located.
2. Inform all employees of their right and obligation to report all unsafe conditions.
3. Encourage employees to make suggestions on ways to improve the Safety Program or improve safety in operations.
4. Explain how the site Safety Committee operates.
5. Inform all employees that compliance with the workplace safety and health rules described in this Safety Manual is required as a condition of employment.
6. Review Emergency Plan for each work location.
7. Determine previous safety training and certifications employees have received to develop future training needs of current and new employees.

For consistency, all new/transferred employees should be given their safety orientation using the Employee Safety Orientation.

### **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 assigned tasks by the subject matter expert prior to his/her 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

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, being followed and enforced.

Supervisors and Managers at all levels shall make safety inspections a part of daily routine while monitoring the working conditions in their area of responsibility. The results of properly conducted safety inspections should be a prime management tool for all levels of Management.

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:
  - New substances.
  - New processes.
  - New procedures.
  - New equipment.
  - 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 not taken immediately, the date corrective action is to be completed and 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.
8. The inspection report will be forwarded to the safety committee 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 other 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 appropriate 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 the Manager, for assistance in resolving 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, and
  - b. 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. 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 Job Safety Analysis, and locate hazards which have not been corrected. Records shall be continuously maintained and readily available for inspection. In addition to the record keeping requirements related below, numerous specific standards require records be maintained at applicable worksites. Areas using respirators, heavy equipment, or hearing protection programs are examples of worksites needing record keeping requirements. The primary record keeping centers are the worksites. When worksites are assigned only four or five personnel, 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 supervised by the manager in charge. 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. Employee Accident Investigation Reports and First Report of Injury or Illness Forms (IA-1)
8. Site Safety Committee Minutes
9. OSHA record keeping logs

## **Job Related Accidents, Injuries and Illnesses**

1. A copy of the Accident Investigation Reports shall be maintained at the worksite. A copy of the First Report of Injury or Illness 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 per instruction on the form 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 Safety Committee Members' job titles and phone numbers shall be continuously displayed on the worksite Safety Bulletin Board.

1. The site Safety Committee Chairperson shall be responsible for the minutes of all meetings and the posting of the minutes at each worksite for a minimum of five (5) working days within one week after the meeting date.
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 the appendix 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.

## **Inspection Reports**

1. Daily supervisor walk-through inspections may be recorded and maintained at the Supervisor's discretion.
2. The Monthly Safety Self-Inspection Reports 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.

## **Site Safety Meetings**

Worksite safety meetings shall be recorded on the Supervisor's Safety Meeting Record form. The form should be maintained for a minimum of one (1) year.

## **X. EMPLOYEE ACKNOWLEDGEMENT**

### **Safety Manual Acknowledgement**

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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.

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Name (please print)

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Position

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Signature

Date

(Remove and retain this sheet in the Employee's Personnel File)

**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	
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## SAFETY ORIENTATION CHECKLIST

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

Date Employed \_\_\_\_\_ Department \_\_\_\_\_

Job Title \_\_\_\_\_

Instructions to be given by Safety Coordinator

ITEMS COVERED	INITIALS	ITEMS COVERED	INITIALS
• STATE SAFETY POLICY		• EMERGENCY PROCEDURE PROGRAM	
• SAFETY ORGANIZATION & PROGRAM		Fire Protection	
Employee Participation in Program		Tornado or windstorm	
Safety Performance - Past & Present		Bomb Threat	
Employee Safety Awareness Awards Program		• OVERVIEWS OF SPECIAL PROGRAMS	
Off-the-Job Safety Program		Lock-out / Tag-out	
Employee Safety Suggestion Program		Confined Space Entry Program	
Facility Safety Rules and Regulations		Hot Work Permit Program	
• MEDICAL FACILITIES AND PROGRAM		• INTRODUCE DEPARTMENT SUPERVISORS	
Reporting of accidents and any resulting injuries or illnesses		• OTHER:	
Location of Dispensary and/or first aid room or stations			
• PERSONAL PROTECTIVE EQUIPMENT PROGRAM			
• HEARING CONSERVATION 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

Employee's Name \_\_\_\_\_

Date Employed \_\_\_\_\_ Department \_\_\_\_\_

Job Title \_\_\_\_\_ Shift \_\_\_\_\_

Assigned Job and Instructed in Safe Job Procedure on (Date) \_\_\_\_\_

Instructions to Be Given by Supervisor

ITEMS COVERED	DATE & INITIALS OF SUPERVISOR	ORIENTATION	FOLLOW-UP	
			30 Days	60 Days
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 (Cont'd)

\_\_\_\_\_ Department

### Instructions to Be Given by Supervisor

ITEMS COVERED	DATE & INITIALS OF SUPERVISOR	ORIENTATION	FOLLOW-UP	
			30 Days	60 Days
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	30-Day Follow-Up	Supervisor's Signature
Employee's Signature	60-Day Follow-Up	Supervisor's Signature

Note to the Supervisor: Copies of the completed and signed form are to be returned to the Personnel Department and Safety Department after the employee's orientation. The form will be returned for the 30- and 60-day follow-up.

## OFFICE SAFETY INSPECTION CHECKLIST

**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.

Physical Conditions	No	Yes	Correction Requested	Date Completed
<b>Life Safety</b>				
<b>Aisles/Walkways</b>				
Are aisles/walkways obstructed?	<input type="checkbox"/>	<input type="checkbox"/> *	_____	_____
<b>Exits</b>				
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"/>	_____	_____
<b>Emergency Lights</b>				
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"/>	_____	_____
<b>Stairways</b>				
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"/>	_____	_____
<b>Walking/Working Surfaces</b>				
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"/> *	_____	_____
<b>Floors/Carpets</b>				
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"/> *	_____	_____
<b>Storage Techniques</b>				
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"/>	_____	_____

Physical Conditions	No	Yes	Correction Requested	Date Completed
<b>Office Furniture</b>				
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"/> *	_____	_____
<b>Machinery/Equipment</b>				
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"/> *	_____	_____
<b>Lighting</b>				
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"/> *	_____	_____
<b>Parking Lots/Sidewalks</b>				
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"/> *	_____	_____
<b>Work Practices</b>				
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"/> *	_____	_____
<b>Hazard Communication</b>				
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"/>	_____	_____
<b>Hazardous substance storage and use</b>				
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: \_\_\_\_\_