

Approved:

Policy No.: 17- 002 (P)
Effective: April 1, 2003

DRAFT

Responsible Office: Division of
Quality and Human Resources
Supersedes: Risk Management
Policy Dated 1996

Gordon Proctor, Director

EMPLOYEE HEALTH AND SAFETY POLICY

POLICY STATEMENT:

The Health and Safety of every employee, customer, and contractor is of primary importance to ODOT. Management accepts the responsibility for providing a safe working environment and for assuring that all employees perform work in a manner which complies with all Federal and State Health and Safety regulations.

ODOT employees who are assigned duties on work sites controlled by private contractors shall adhere to the higher safety standards either of the contractor or ODOT. At all Pre-Construction meetings, the use of safety apparel and personal protective equipment shall be discussed.

It is ODOT's goal to minimize human injury and illness, property loss, damage, and operational interruption caused by work related accidents, injuries or other hazardous conditions. In the event that an employee is injured, ODOT will do everything reasonably within its power to insure adequate medical care is provided and to return the employee to work at the earliest opportunity.

Each District and Central Office shall submit an annual Employee Health and Safety Business Plan to the Safety Section in the Division of Quality and Human Resources. This plan shall include proactive measures to minimize work related injuries, property loss and damages. The Division of Quality and Human Resources, Safety Section will conduct periodic Quality Assurance Reviews towards the plan. The District Deputy Director shall submit an annual report to the Director on their Safety Performance.

In our efforts to assure the safest possible working environment, the safety performance of every manager, supervisor and employee will be monitored on a regular basis. It is ODOT's goal to recognize individuals for outstanding safety performance.

Supervisors shall identify and provide all Personal Protective and Safety Equipment needed to accomplish all work duties in accordance with OSHA Standards. Employees should **NOT** be placed in a work assignment without proper training and the necessary safety items for their personal protection. Employees shall **NOT** be denied appropriate safety equipment for their work assignments.

Each District and Central Office shall establish an Employee Health and Safety Committee in accordance with Article 11.12 of the OCSEA Contract.

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AUTHORITY:

Federal Occupational Safety & Health Standards 29 CFR, 1910 & 29 CFR 1926
Ohio Revised Code 4167.05 Ohio Public Employment Risk Reduction Program
Ohio Revised Code, Section 4506 - 4507
Ohio Administrative Code 4121:1-3
Division of Quality and Human Resources

REFERENCES:

State of Ohio/OCSEA Collective Bargaining Agreement
Manual of Uniform Traffic Control Devices
Safety Standard Procedures, 220-002 (SP)

SCOPE:

This Policy is applicable to all Districts, Regions, Divisions and Offices within the Ohio Department of Transportation.

PURPOSE:

Health and Safety is the responsibility of every employee. The success of a Health and Safety Program depends upon the ability to integrate, identify, and mobilize the efforts and expertise of all ODOT employees into our everyday operations.

TRAINING:

Health and safety training will be required for all employees based on their classification and working environment. All health and safety training will be coordinated through each District Health and Safety Professional and Training Coordinator. Training is a continuous process and cost will be absorbed by the appropriate district and Division Office.

FISCAL ANALYSIS:

Each district and division is responsible for funding the purchase of safety equipment, personal protective equipment and to provide safety training. Budgeting will vary depending on each district and division's purchasing procedures.

ODOT Workers' Compensation premiums are approximately \$8 million per year. This includes all charges the Bureau of Workers' Compensation pays on each claim for the life of an injury claim. Premiums are adjusted annually based on Workers' Compensation costs for the previous five years. Workers' Compensation costs can be reduced by taking proactive steps to prevent accidents and injuries on the job.