

Approved:

Standard Procedure No: 220-002(SP)

Effective: April 1, 2003

Responsible Division: Div. of Quality and Human Resources

Supersedes: Risk Management Policy, dtd February 1, 1996

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Division of Quality and Human Resources

SAFETY STANDARD PROCEDURE

PROCEDURAL STATEMENT:

This Standard Procedure provides guidelines for the administration of a state-wide Safety Program which will provide a healthy and safe working environment for all ODOT employees. The Districts, Divisions, Offices and Managers/Supervisors will assure strict adherence to all laws and regulations relative to safety.

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.

AUTHORITY:

Federal Occupational Safety & Health Standards 29 CFR 1910 & 29 CFR 1926

Ohio Revised Code Section 4167.05 Ohio Public Employment Risk Reduction Standards

Ohio Revised Code Section 4506 - 4507

Ohio Administrative Code 4121: 1-3

REFERENCES:

State of Ohio and OCSEA Collective Bargaining Agreement

Ohio Manual on Uniform Traffic Control Devices

SCOPE:

These standard procedures are applicable to all employees within the Ohio Department of Transportation. All ODOT managers and Safety Professionals are authorized to immediately halt work where ODOT workers are exposed to imminent danger of death or physical harm, until all necessary safety controls are in place.

BACKGROUND AND PURPOSE:

The Ohio Department of Transportation shall provide employment that is safe for its employees. The success of this program is dependent upon the extent to which every employee accepts safety as an integral part of their job.

All managers and supervisors are responsible for establishing and maintaining a safe working environment for employees under their supervision or control.

Each District Safety Section will submit an annual Health and Safety Business Plan to the Central Office Safety Section. This plan will include an analysis of the District's past year's performance and the specific steps which will be taken to improve performance in the coming year. The plan shall include measurable performance goals in the areas of prevention, reduction, control of work related accidents, injuries, property damage, and exposures to chemicals. All Districts are responsible for continually analyzing their safety training needs and ensuring training is provided in a timely manner.

DEFINITIONS:

BHR : Business and Human Resource Administrator

BMV : Bureau of Motor Vehicles.

BWC : Bureau of Workers' Compensation

CDL : Commercial Driver License , A license issued to operate vehicles with a gross vehicle weight of 26,001 pounds or more.

DDD : District Deputy Director

FROI : First Report of Injury Form

Incident : Damage which is caused by objects which are thrown or deflected from an unknown source; collision with deer or wild animal; damage from wind, hail, lightning; falling trees; mechanical failure; vehicle defects; vandalism; theft and fire. Reportable incidents also include vehicle and equipment leaving the roadway unintentionally or due to evasive action. **(No accident shall be classified as an incident if any contact is made between ODOT vehicle or equipment and another vehicle, fixed object, property or person.) Any event which occurs with such a force as to create a reasonable expectation of damage should be reported as an accident.**

LRO : Labor Relations Officer

 MOTOR VEHICLE ACCIDENT : Any accident, occurrence or event arising from the use or operation of an ODOT vehicle or personal vehicle used while on official state business resulting in bodily injury or death to any person, including the ODOT driver or which results in damage to private property, non ODOT vehicles or equipment. Any accident which has civil implications will be reported as an accident.

 OVARS : ODOT Vehicle Accident Reporting System

 PPE : Personal Protective Equipment

 PS-1 : Reporting Form for Minor Injury/No Medical Treatment

 PS-2 : Reporting Form for Medical Treatment of an Injury/Illness

 PS-3 : Return to work form

 PS-33 : Election Form- indicates what type of leave will be used by the employee

 C-84: BWC - Request for Temporary Total Compensation

 C-94A - BWC Wage Statement

 S- 11 : Vehicle Accident Reporting Form

 TSH : Transportation Seasonal Help

 TWP : Transitional Work Program

- I. PERSONAL PROTECTIVE EQUIPMENT:** This procedure establishes responsibility and standards for work attire and Personal Protective Equipment within ODOT.
 - A. If a particular job requires Personal Protective Equipment, ODOT will provide the PPE and properly train the employee on how to wear it and the importance of the equipment.

- B. All employees assigned to perform outdoor activities or work in a shop are required to wear as a minimum, a shirt that covers the torso with half sleeves, and full length pants.

Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where employees' feet are exposed to electrical hazards. Light foot wear such as, but not limited to, tennis shoes, sandals, etc. will **NOT** be worn. Safety or heavy work shoes that cover the ankle are recommended.

- C. Safety vest shall be worn at all times when outside a vehicle and when within the highway right of way or when added visibility is required unless Safety and Supervision deems it to be a secondary hazard. ODOT issued safety vests shall be lime green in color. All high-visible safety apparel, day or night, shall meet ANSI Standard 107-1999. **Phase in period for the lime green vest will be April 1, 2003 to January 1, 2005.**

All ODOT issued rain gear shall be lime green in color and visible for day and night operations. (An Approved ODOT Safety Vest can be worn over non-reflective rain gear).

- D. **Hard Hats** shall be worn in all operations where employees are present in areas where a hazard to their head exists from falling or flying objects, or from physical contact from rigid objects, or from exposure where there is a risk of injury from electrical shock or hair entanglement. All hard hats must meet or exceed ANSI Z89.1-1996 Class A and B requirements.

Required hard hat areas:

- Flagging
- Under a Bridge
- Working Near and on High Voltage Wires
- Tree/Brush Cutting, Trimming and Chipping
- In the Proximity of Heavy Equipment
- Post Installation and Removal
- Sign Erection and Removal
- Pile Driving
- Culvert Jobs
- Confined Space
- Trenching
- Other areas where conditions may present hazardous working environment

- E. **Eye protection and/or face protection** shall be worn whenever a job is being performed and there are exposed to hazards such as flying particles, flying objects, molten metal, dust, chemicals, gasses, steam, vapors, biological hazards, potential injurious glare, or other potential harmful exposures which may cause injury to the eye and face. All eye protection and goggles must meet ANSI Z87.1.
- F. **Appropriate gloves** shall be worn by employees where hands may become subject to injury from, but not limited to, wood splinters, sharp edges, hot substances, chemicals, and liquids.
- G. **Hearing protection** shall be worn by employees when the noise level in the environment exceeds 85 decibels in an eight hour work period . Examples include, but are not limited to, jack hammering, concrete sawing, weed eating, and mowing. Contact your district safety representative for measuring noise levels in your work area.
- H. All drivers and passengers riding in a state owned vehicle or a private vehicle on state business, are required to wear seat belts at all times.
- I. All employees will be in the enclosed passenger area of a vehicle when being transported to or from a job site. No riding is permitted in the back of trucks or in loader buckets. Exception: when setting out or picking up traffic cones/barrels, employees may ride in the different types of vehicles designed for this.
- J. No employee shall operate any piece of equipment unless trained and authorized to do so.
- K. Transportation Seasonal Help who have a valid driver's license are permitted to operate pickup trucks, vans, station wagons, passenger cars, push mowers and lawn tractors **ONLY**. Driver licenses must be checked before any TSH is permitted to operate any ODOT vehicle. Certain TSH employees may operate one ton dumps and one ton stake-body trucks (Non-CDL required) providing supervision conducts a check ride prior to being allowed to operate.
- L. Transportation Seasonal help must be properly trained on how to safely and properly perform work before they are assigned.

II. HEALTH & SAFETY COMMITTEE: ODOT's twelve District Offices along with Central Office shall each establish Health and Safety Committees. The general responsibility of the Health and Safety Committee will be to: evaluate safety issues raised by employees, work pro-actively on accidents and injuries, conduct periodic inspections, identify and recommend training needs and make recommendations to management. These committees shall be involved in promoting safety. Committees shall follow Article 11.12 of the OCSEA Contract.

A. **Statewide Committee:** Representation from various districts, and Central Office. The mission of the committee is to guide the ODOT workplace by providing direction to create a healthy and safe work environment. The committee will act in an advisory capacity regarding safe work practices and resolve issues through open communications and effective problem solving. This committee will set the direction for statewide health and safety initiatives.

B. **District & Central Office Health and Safety Committees:** Each district shall form a committee that consists of at least three union and three management representatives. These committees shall evaluate safety issues raised by employees. They shall analyze the causes and make recommendations to prevent the reoccurrence of accidents and injuries. All committees should meet at least quarterly. Committees should utilize checklists to monitor conditions. Each committee shall follow Article 11.12 of the OCSEA Contract. Minutes shall be logged and copies sent to the Statewide Committee.

III. INJURY REPORTING: All injuries shall be reported immediately to your Supervisor. All appropriate forms shall be processed and submitted to District Safety Office within two working days of the injury.

TYPES OF INJURIES:

A. **Minor Injury No Medical Treatment: (See Attachment "B" Flow Chart)**
Under normal circumstances, there should not be any investigation on minor/no medical treatment injuries. Safety will keep the PS-1 on file for two years from the date of injury.

**B. Medical Claims (7) Calendar Days or Less:
(See Attachment “B” Flow Chart)**

1. District Safety or Central Office Safety is notified and will make sure the proper form (PS-2) is completed and signed by the appropriate individuals. An investigation will be conducted by Safety on all medical claims. The PS 2 shall be submitted to the District Safety Office within 48 hours of the injury.
2. Safety will complete a First Report of Injury Form and e-mail it to the appropriate Managed Care Organization and Central Office Safety, within 48 hours of the injury.

**C. Lost Time Claims (8) Calendar Days or More:
(See Attachment “B” Flow Chart)**

1. District Safety or Central Office Safety is notified and will make sure the proper forms (PS-2, PS-33 & C-84) are completed by the injured worker and signed by the appropriate individuals. An investigation will be conducted by Safety on all lost time claims. The PS 2 shall be submitted to the District Safety Office within 48 hours of the injury.
2. Safety will e-mail a First Report of Injury form to the Managed Care Organization and Central Office Safety, within 48 hours of the injury.
3. The completed PS 2, PS 33, C-94A and a copy of the position description will be submitted to Central Office Safety within 5 working days of the injury.

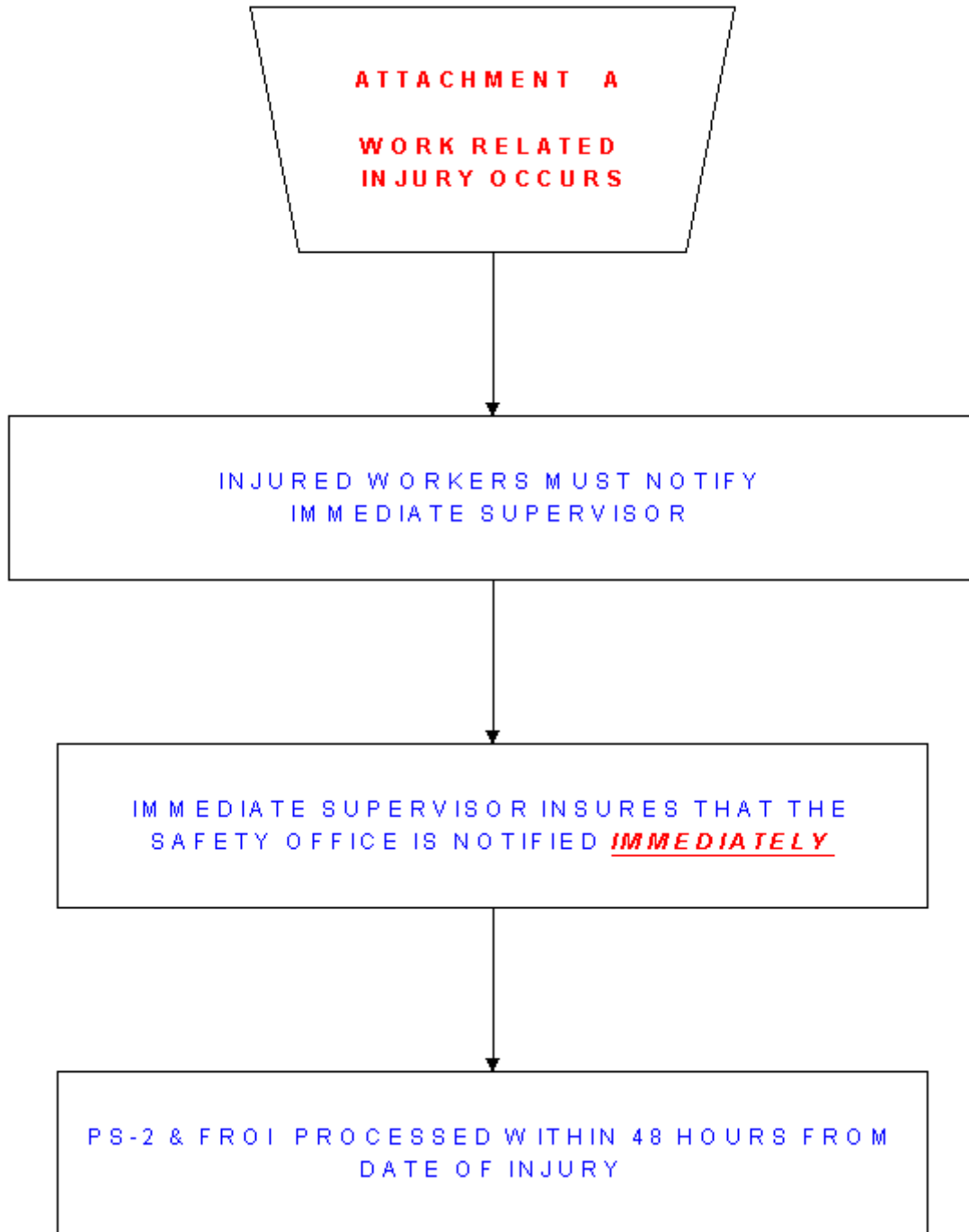
D. Serious/Life Threatening: (See Attachment “C” Flow Chart)

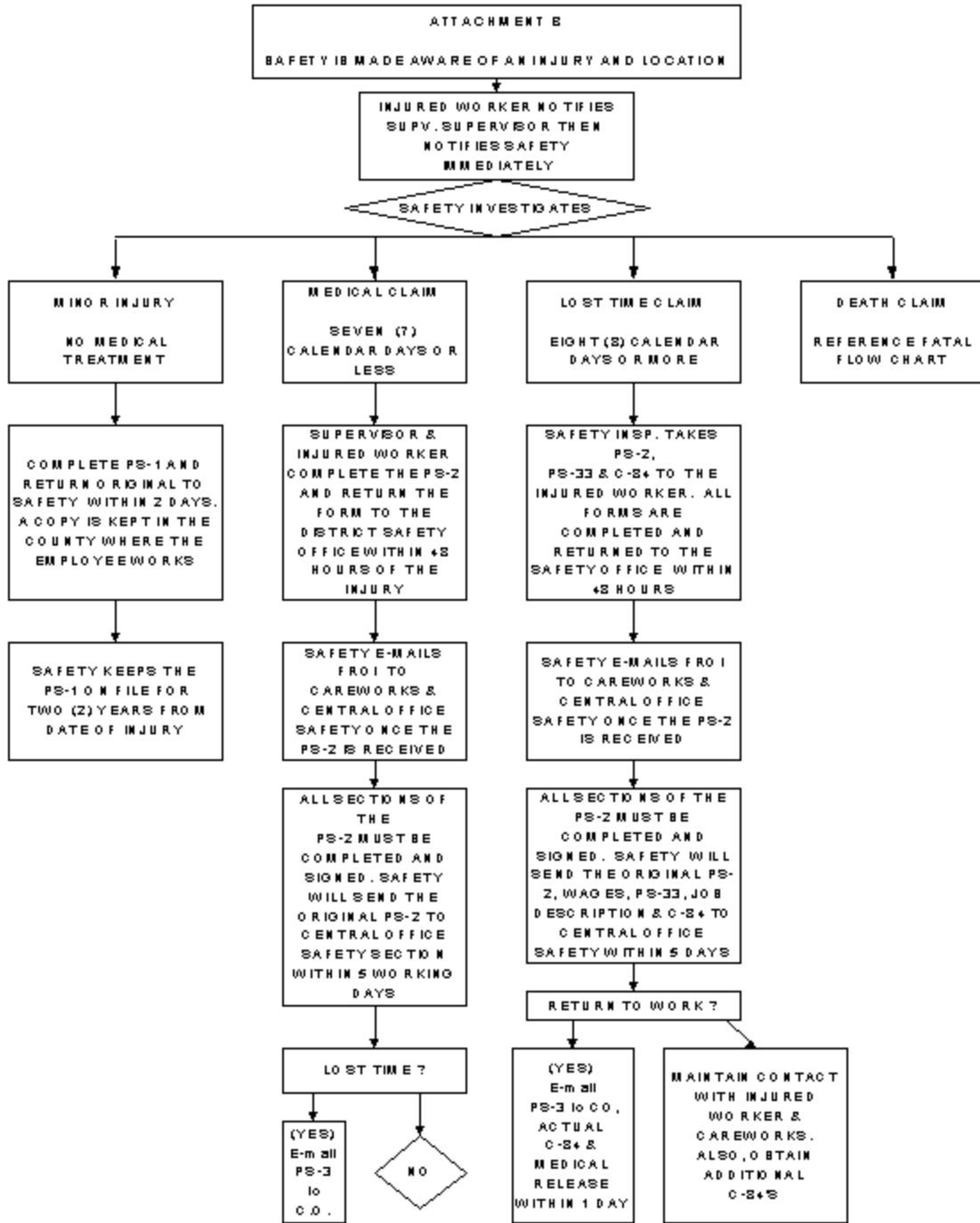
1. District or Central Office Safety is notified immediately.
2. District Safety notifies the District Deputy Director, District Business and Human Resource Administrator and the immediate family member.
3. Central Office Safety notifies the Director’s Office, Chief Legal Counsel, Bureau of Workers’ Compensation and Public Information.

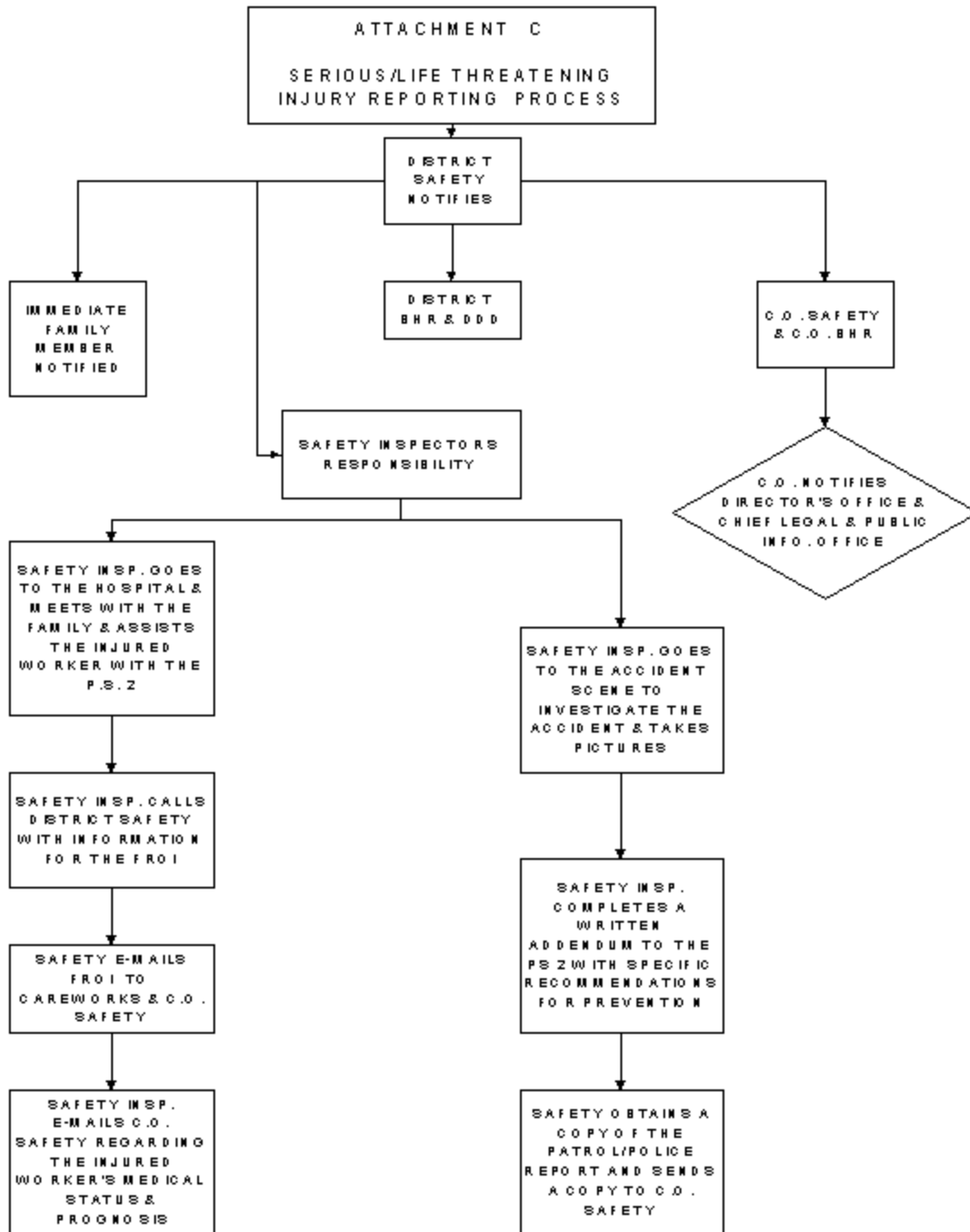
4. District Safety or a designee goes to the hospital and meets with the family of the injured worker. Another Safety person or a designee shall go the accident scene to investigate the accident and take pictures.
5. Safety will e-mail a First Report of Injury form to the Managed Care Organization and Central Office Safety within 24 hours of the injury.
6. Safety will make sure the proper forms (PS 2, PS 33 and, C-84) are completed by the injured worker (or a family member) and signed by the appropriate individuals. An investigation will be conducted by Safety on all Serious/Life Threatening claims.
7. The completed PS 2 will be submitted to the District Safety Office within 48 hours of the injury.
8. The completed PS 2, C-94A, PS 33 and job description will be sent to Central Office Safety within 5 working days of the injury.

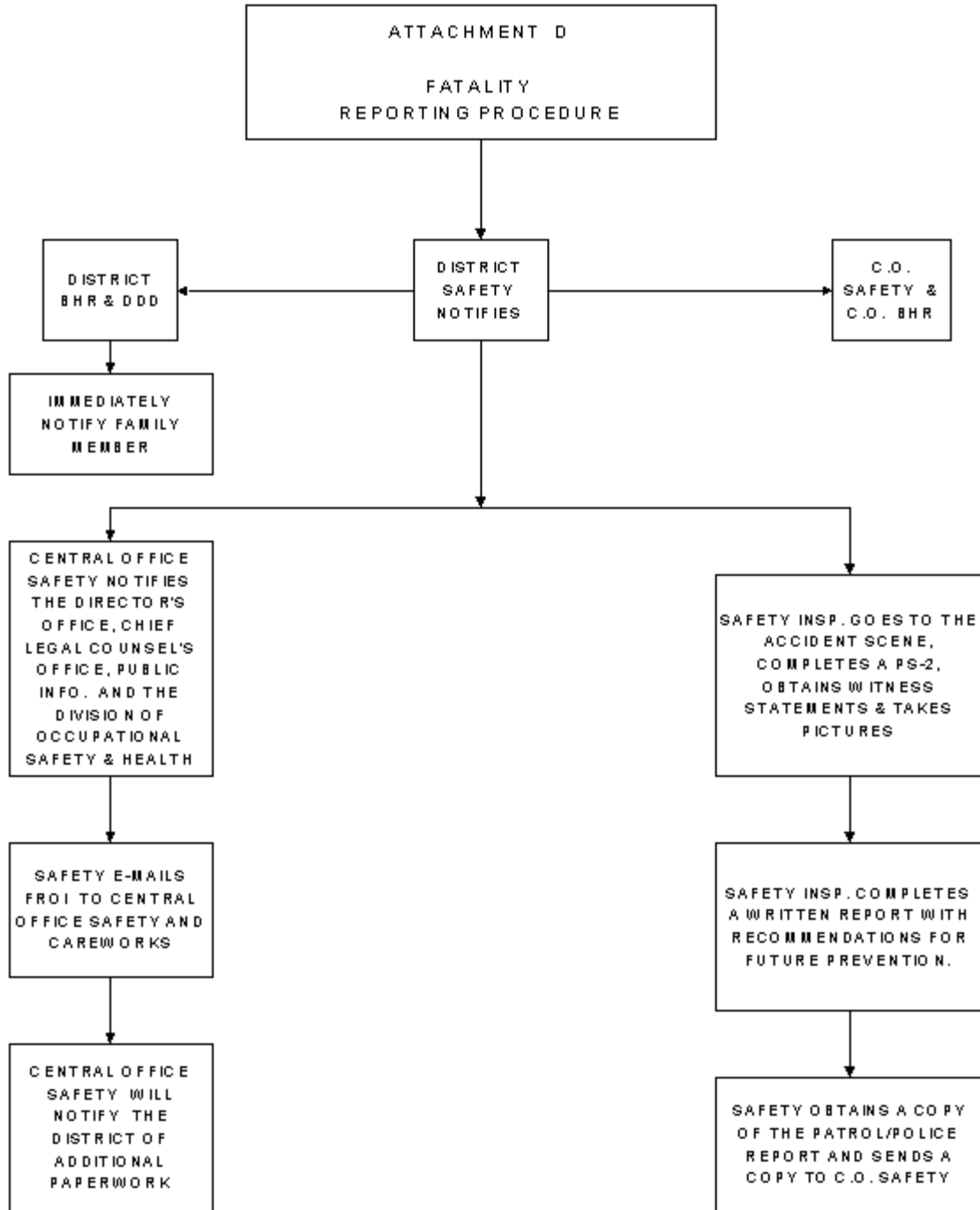
E. **Fatality: (See Attachment “D” Flow Chart)**

1. District Safety will notify Central Office Safety, C.O. Business & Human Resource Administrator, District Deputy Director, and District Business & Human Resource Administrator immediately.
2. The family of the Deceased Worker will be notified by a Management Representative from the District/Central Office as soon as possible.
3. Central Office Safety will notify the Director’s Office, Chief Legal Counsel, Division of Occupational Safety & Health, and the Bureau of Workers’ Compensation and Public Information.
4. A First Report of Injury form will be e-mailed to the Managed Care Organization and Central Office Safety as soon as possible. A completed PS-2 with a detailed investigation shall be submitted to Central Office Safety Section.
5. Central Office Safety will notify the district of any additional paperwork that is needed.









IV. VEHICLE ACCIDENT / INCIDENT REPORTING: All employees who operate ODOT vehicles, equipment or use their personal vehicle for official business, must immediately report an accident, incident or traffic citation on an S-11 Form. An S-11 Form shall be submitted to the appropriate Supervisor or Designee. **(See Attachment “D” Vehicle Accident Flow Chart).**

A. The following accidents shall be reported to Safety for investigation, and the Ohio State Highway Patrol. If the patrol is not available, the Local Law Enforcement will investigate:

1. Any fatality.
2. Injury to non-ODOT person.
3. Serious injury to ODOT person.
4. Any accident involving drugs or alcohol.
5. Any accident which involves an ODOT driver/operator who does not have a valid license.
6. Any accident involving unauthorized use or unauthorized passengers.
7. Damages to private property and/or private vehicle.
8. An accident of a suspicious or unexplained nature.

Note: *Any accident not involving private property, minor damage to ODOT property or two or more ODOT vehicles only may be excluded from investigation by a Law Enforcement Agency. For additional guidance, contact your District Safety Designee.*

B. District or Central Office Safety will report immediately by phone to the Chief Legal Counsel’s Office, Vehicle Accident Section, any accident involving the following:

1. Any fatality or serious personal injury. **(Note: The Central Office Workers’ Compensation Section shall also be notified immediately)**
2. Any accident which involves an ODOT employee or ODOT driver/operator under the influence of alcohol or drugs.
3. Any accident which involves unauthorized use of ODOT vehicles or equipment.

V. VEHICLE ACCIDENT/INCIDENT/CITATION REVIEW: All vehicle accidents, traffic citations and in some cases incidents, will be reviewed and classified by the designated District or Central Office personnel, based on the employee's written statement, investigative report, witness statement, and any official record supplied by the State, County or City investigative agencies.

I. MOTOR VEHICLE ACCIDENTS: **Refer to Definitions**

II. INCIDENTS: **Refer To Definitions**

REVIEW PROCESS:

A. Designated District or Central Office personnel will classify all accidents, citations and some incidents as preventable, non-preventable or undeterminable.

Exception: All accidents, citations and some incidents involving District and Central Office Deputy Directors and Administrators will be reviewed by the Chief Legal Counsel's Office.

B. District or Central Office LRO will finalize disciplinary action for those accidents, citations or incidents which were classified as Preventable. Any employee whose accident is classified as non-preventable or undeterminable should be notified of no further action in regard to the accident.

VI. MOTOR VEHICLE DRIVERS LICENSE: All employees shall possess and carry on their person, a valid Operator or Class A, B, C, CDL License with the appropriate endorsements and restrictions if they operate any motor vehicle, equipment owned, lease, rented or personal vehicle used in the course of their employment

LICENSE STATUS CHECK: CHIEF LEGAL COUNSEL'S OFFICE, VEHICLE ACCIDENT SECTION:

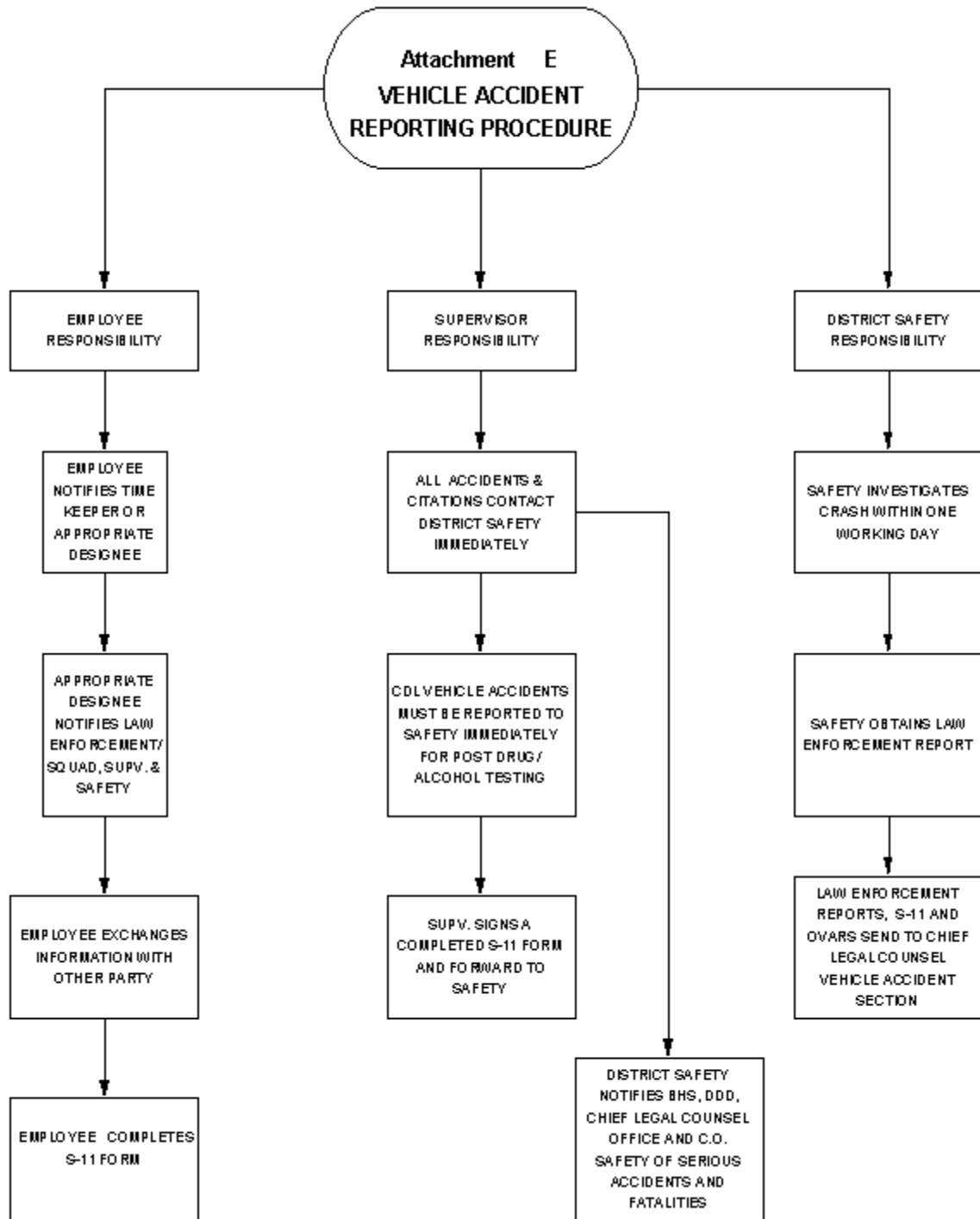
A. Monthly or upon request, check the validity, type and endorsement of employees' driver licenses via BMV records.

B. Notify designated District or Central Office personnel of those employees who have a suspended/invalid license.

C. If an employee with a suspended license is required to drive, he/she will be monitored until valid. During monitoring process, notify designated District or Central Office personnel of any changes in employee's driving record which

would impact their driving privilege.

- D. Act as liaison between BMV and designated District or Central Office personnel to secure information or to request assistance with problems relating to Operator or CDL license.



TRAINING:

Occupational safety and health training will be required for all supervisors and employees based on their classification. Below are classes available through the District or Central Office Safety Office Section.

- Abrasive Blasting/Lead Paint Removal
- Confined Space
- Emergency Action
- Hazard Communication
- Lockout/Tagout
- Respiratory Protection
- Safety Training (Policies, Procedures, Personal Protective Equipment)
- Safety Orientation

Additional classes may be added at the discretion of Central Office Safety.

FISCAL ANALYSIS:

Each District should have an annual budget for specific safety training needs and special PPE that may be required for an employee to wear.