

SAFETY

16.01 INTRODUCTION

This manual is intended for internal guidance only and is not intended to create a legal or moral duty. Supervisors have discretion, based upon their expertise and the particular circumstances, to deviate from this manual and to conduct additional research or receive input from experts in other areas, as needed.

This section of the Maintenance Manual has been developed in the interest of the safety and health of all highway personnel.

West Virginia Division of Highways policy demands that accident prevention programs be a continuing process on a day-by-day and activity-by-activity basis. The goal of the Division is to maintain a safe occupational environment for all personnel.

The prevention of accidents is an objective that applies to all employees of the West Virginia Division of Highways. The Division's "Safety and Health Manual" has been published to establish the Division's safety policies and define responsibilities. These safety policies will be followed by all personnel of the West Virginia Division of Highways.

16.02 PERSONNEL

The State Safety Officer of the Division of Highways is responsible for administering the safety program. The State Safety Officer shall direct the activities of the Safety Training Officer and Fire Control Inspector, and coordinate the activities of the District Safety Inspectors.

16.03 RESPONSIBILITIES

The West Virginia Division of Highways must comply with the rules and regulations of the current Occupational Safety and Health Act as established in Chapter 21 of the West Virginia Code, as amended, describing public employers responsibilities for providing a safe working environment for all employees. The Safety Inspectors, under the direction of the State Safety Officer, will be responsible for conducting comprehensive building and grounds safety inspections, monitoring safety practices in field operations, conducting job related safety training, responding to emergencies that affect the Division rights of way, investigating injuries to Division personnel, investigating accidents involving Division personnel and equipment, and providing appropriate reports in safety related incidents.

16.04 POLICY STATEMENT AND GENERAL SAFETY POLICIES

Each supervisor represents management and is obligated to effectively carry out the safety policies that have been established in the Division's "Safety and Health Manual." They shall provide leadership and direction in the establishment of safe working conditions, interpret and support safety policies, and set the example for subordinates.

When unfamiliar tools, equipment, or materials are introduced on the job, the supervisor must take appropriate action to insure that prospective users are properly trained in their operation and use. The supervisor shall insure that the employee is properly trained for job assignments. Appropriate personal protective equipment shall be worn at all times. The operation of power equipment, mechanical equipment, or power hand tools shall be prohibited unless all safety guards are in place.

The supervisor should review each accident personally to insure that accident causes are being investigated and proper corrective action is taken. This will show employees that you have an active interest in accident prevention.

The supervisor shall require employees to have and use the required personal safety equipment such as: head protection, eye protection, foot protection, hearing protection, etc. Such equipment shall be worn when required by the "Safety and Health Manual", safety orders, district instructions, and supervisory directives. The specific personal protective equipment requirements will be established in the safety training for the job to be performed. Hard hats will be worn by all Division of Highways personnel while observing, supervising, or performing maintenance operations.

It is each employee's responsibility to work in a safe manner and to report unsafe conditions or procedures to their supervisor. The supervisors should consult with their Safety Inspector for the resolution of unsafe conditions.

An employee who is injured on the job shall report the injury to their immediate supervisor before the end of the work shift and before going to a doctor, if possible. The supervisor will record all pertinent information on the injury log.

All new employees required to operate vehicles or equipment shall pass a road or operational capability test administered by the employee's supervisor, or supervisor's representative, for each type of vehicle/equipment that the employee will operate *before operating the vehicle/equipment unsupervised*. No employee will operate any equipment until a safety check is performed to ensure that the equipment is in safe operating condition. Safety Inspectors may assist the supervisor in establishing testing procedures for qualifying employees in the operation of each class and type of equipment.

16.05 SAFETY TRAINING

It is the Division's policy that safety meetings will be conducted in all maintenance organizations at least monthly. The meetings are to be conducted by safety personnel and/or organization supervisors. Documentation of the meetings and the items discussed should be filed for future reference.

FOOTNOTE

As more fully set forth in Section 01.01.01, nothing in this manual is intended to create a legal or moral duty and has been created for internal guidance only.