



**State of Montana**

# **SAFETY PROGRAM**

**Developed by:**

**Workers' Compensation Management Bureau  
Department of Administration  
(406) 444-2044**

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# Introduction to Safety

This Safety Program is for use by all state agencies. Effective Safety Programs using the concepts explained here are proven successful in reducing the frequency and severity of work-related injuries and occupational diseases.

This manual describes the state of Montana's minimum requirements for an agency's Safety Program. The Safety Program as described is a flexible program that can be customized by each agency as needed to achieve optimal effect.

The Workers' Compensation Management Bureau (WCMB) is available to assist all state agencies with every aspect of implementing their Safety Programs. The WCMB can assist agencies with multiple training needs, including training on the workers' compensation system, New Employee Orientation, setting up a Safety Committee, and other topics.

The Safety Program includes the following Phases and Components:

## **PHASE I** **Regulatory Guidance**

### **COMPONENT 1:**

#### **Montana Safety Culture Act**

The Safety Culture Act (§§39-71-1501 to –1508, MCA) enacted by the 1993 Montana State Legislature encourages workers and employers to come together to create and implement a workplace safety philosophy. The intent of the act is to raise workplace safety to a preeminent position in the minds of workers and employers.

## **PHASE II** **Safety Program Organization**

### **COMPONENT 2:**

#### **Management Commitment**

The most important element of an effective Safety Program is management commitment. It is vital for management to establish an unwavering support of safety within each state agency.

### **COMPONENT 3:**

#### **Identify Safety Coordinator**

Each agency will appoint or hire a Safety Coordinator with the Director's approval. The Safety Coordinator will work with the Director's management team in implementing and managing the agency Safety Program.

### **COMPONENT 4:**

#### **Create Safety Committee**

All agencies will have a Safety Committee with representation from employees and management. Safety Committee members will promote safe work practices and be committed to achieving the committee goals.

### **COMPONENT 5:**

#### **Role of Managers and Supervisors**

Managers and supervisors must commit to enhance the agency Safety Program and support the Safety Coordinator, Human Resources and employees in their roles.

### **COMPONENT 6:**

#### **Role of Human Resources**

The Human Resources Department plays a key role in supporting and/or administering the agency Safety Program. The Human Resources Department provides guidance at all levels of the agency in support of roles and responsibilities within the Safety Program. In smaller agencies, a Human Resource Officer may assume the duties of the Safety Coordinator.

## **COMPONENT 7:**

### **Role of Employees**

While employers are responsible for providing a safe working environment and work place, within the work place employees have responsibilities for keeping themselves and others safe. It is no longer enough for employees just to follow the rules; they should feel that they are an integral part of the program, with a meaningful role in identifying potential safety problems and actually improving safety.

## **COMPONENT 8:**

### **Record Keeping**

Accurate and thorough record keeping is a valuable tool. As part of the Safety Program, each agency must document safety activities.

## **COMPONENT 9:**

### **Employee Training**

In order to be responsive, knowledgeable, and develop safety awareness, employers must train all employees on the policies and procedures of the Safety Program. Training begins with new hire safety orientation and continues for all employees on a regular basis.

## **COMPONENT 10:**

### **Hazard Identification**

Identification of workplace hazards is an important ingredient in the prevention of workplace injury. Educate Managers, Supervisors, and employees on the process of reporting hazards or near misses, including periodic self- inspections of the workplace.

## **COMPONENT 11:**

### **Incident Reporting and Investigation**

Investigation is the best method to use in determining why an accident occurred and in identifying appropriate prevention measures. Each agency must develop procedures for reporting and investigating all work-related injuries, incidents, and accidents.

## **COMPONENT 12:**

### **Equipment Safety and Maintenance**

The right tool for the job is a basic safety and job requirement. This includes equipment necessary to perform the job, furnishings, and personal protective equipment. Tools, equipment and furnishings necessary for each job must be available and properly maintained.

## **PHASE III**

### **Administration of the Safety Program**

#### **COMPONENT 13:**

#### **Report as Required to the Workers' Compensation Management Bureau**

The Workers' Compensation Management Bureau (WCMB) is responsible for oversight of the state government's workers' compensation programs and processes. We are here to help you establish and manage your Safety Program and are ready to assist you in ensuring an efficient and effective program exists.

The WCMB is also responsible for tracking the overall compliance and effectiveness of state agencies in their prevention of work-related injuries and occupational diseases. In order to meet its oversight and reporting obligations, the WCMB must receive information from each state agency detailing its efforts and outcomes.

## **Component 1: Montana Safety Culture Act**

### **DESCRIPTION**

The Montana Safety Culture Act is a statute that requires all employers, with 5 or more employees, to establish a safety program that meets the requirements of the act.

It is the responsibility and duty of employers to participate in the development and implementation of Safety Programs that will meet the requirements of the Montana Safety Culture Act and the specific needs of their workplace, thereby establishing a safety culture that will help create a safe work environment for all Montanans.

The guidelines provided in this program comply with the Montana Safety Culture Act.

### **REQUIREMENT**

As required by Sections 39-71-1501 to –1508, MCA and ARM 24.30.2521, every public and private employer, regardless of the number of employees, shall establish, implement, and maintain an educational-based training program, which shall at a minimum:

- Provide each new employee with a general safety orientation containing information common to all employees and appropriate to the business operations before the employee begins his or her regular job duties;
- Provide job or task-specific training appropriate for employees before they perform that job or task without direct supervision;
- Offer continuing, regular, refresher safety training, including periodic safety meetings;
- Provide a system for employers and employees to develop an awareness and appreciation of safety through tools such as newsletters, posters, safety meetings, safety incentive programs, etc.;
- Provide periodic self-inspection for hazard assessment when the Safety Program is implemented, new work sites are established, and thereafter as is appropriate to agency operations but at least annually; and
- Include documentation of performance of the above listed activities.

### **ADDITIONAL REQUIREMENTS**

All employers having more than five employees must have a comprehensive and effective Safety Program. In making the determination of employment levels, the employer shall count all regular, temporary, leased, and seasonal workers under the employer's direction and control.

This Safety Program must also include the following:

- Policies and procedures that assign specific safety responsibilities and safety performance accountability;
- Procedures for reporting, investigating, and taking corrective action regarding all incidents, work-related injuries, occupational diseases, and known unsafe working conditions; and
- A Safety Committee in place that complies with the specific safety committee requirements of the Act.

## **Component 2: Management Commitment**

### **REQUIREMENT**

Management commitment is the most important element of an effective Safety Program. It is vital that agency management establish a strong commitment to safety. Employees at all levels must understand their responsibilities and be held accountable for adherence to the agency Safety Program. Management must provide adequate authority and resources to employees in supporting their effort to meet assigned responsibilities.

### **RESPONSIBILITIES**

The Agency Director will appoint or hire the Safety Coordinator. If a full time safety position is not feasible, the Agency Director will identify an existing position within the agency and assign the responsibility and authority to serve as the agency Safety Coordinator.

Directors, Managers and Supervisors must set a good example of safety by adhering to safety rules and participating in safety activities.

Management will monitor its employee Safety Program on a periodic basis to ensure continued effectiveness. The Safety Coordinator will report to the Director and Management Team at least quarterly on the status of the agency Safety Program.

It is important that employees at all levels understand their responsibility and authority and that they are accountable for their performance relating to safety. In written form, this will be in position descriptions and performance evaluations. In addition, each agency must have a statement from the Director communicating the commitment of top management to the Safety Program. There is a sample Policy Statement for agency use provided in Attachment #1 to this document.

## Component 3: Identify Safety Coordinator

### REQUIREMENT

The agency Director will appoint or approve the hiring of a Safety Coordinator. The Safety Coordinator will work with the management team in implementing and managing the Safety Program.

### RESPONSIBILITIES

1. Organize and chair monthly or quarterly meetings of the Safety Committee.
2. Meet regularly (quarterly at a minimum) with the Director's office to provide updates on Safety Committee activity, safety issues and review loss reports and trends.
3. Review and analyze workplace accident and injury reports, including loss runs provided by the insurer and incident investigation reports. Provide information to the Safety Committee regarding these reports without disclosure of protected employee information.
4. Provide information to Safety Committee members and participate in the Building Emergency Action Team.
5. Delegate safety projects and action items to Committee members and follow up to ensure completion.
6. Organize safety training programs for the agency.
7. Conduct or schedule ergonomic assessments as needed and act as the liaison for management to facilitate recommended improvements.
8. Distribute important safety and loss prevention information and Safety Committee minutes to all employees.
9. Be responsible for maintaining documentation of safety communication, committee activities and required record keeping files as defined in the Safety Program.
10. Work with the Safety Committee to develop an awareness and appreciation of safety through newsletters, posters, safety talks, incentive programs, etc.
11. Be a member of and attend state agency safety group activities.
12. Participate in regular safety leadership training opportunities.

## Component 4: Create Safety Committee

### **REQUIREMENT**

State Agencies must have a Safety Committee. If an agency is a party to a collective bargaining agreement that provides for the establishment and operation of a Safety Committee, the terms of the collective bargaining agreement shall govern the operation of the Safety Committee.

Every Safety Committee shall:

- hold regularly-scheduled meetings, at a minimum of once every 4 months, but monthly is preferable. The committee(s) shall be of sufficient size and number to provide effective representation of the workforce. Employers with more than one work site may have more than one committee.
- include in its membership representatives of employees and management, with management representatives not exceeding employee representatives;
- include in its employee membership volunteers or members elected by their peers. Where employees are represented by labor organizations, that organization may choose to appoint or conduct a selection process to include employee members to serve on Safety Committee(s).
- include activities that assist the employer in fact finding. The committee must document its activities (i.e. attendees, subjects discussed), act as a fact finding body and report regularly to upper management.

### **RESPONSIBILITIES**

1. Communicate with employees regarding Safety Committee activities and solicit employee suggestions and feedback.
2. Create and maintain an agency safety website where Safety Programs, guidelines, training and prepared safety information is available.
3. Assist the Safety Coordinator with and be trained in conducting ergonomic assessments.
4. Make recommendations and assist Safety Coordinator to:
  - a. Develop safety rules, policies, and procedures.
  - b. Initiate safety improvements based on review of reports on the agency accident history.
  - c. Keep employee job-specific safety training current.
  - d. Educate employees on safety-related topics.
  - e. Motivate employees to create a safety culture in the workplace.
  - f. Evaluate the agency Safety Program on a regular basis.
  - g. Identify safety training and awareness topics.
  - h. Review incidents of workplace accidents, injuries and illnesses.
  - i. Inspect the workplace for safety hazards and document recommended action steps.

- j. Develop incentive programs to promote safety.
- k. Assist supervisors in educating employees on the Emergency Action Plans for each Department-occupied building.
- l. Suggest replacements for Committee members who can no longer serve.
- m. Encourage safe work practices in the workplace.

## Component 5: Role of Agency Managers and Supervisors

### **REQUIREMENT**

Agency Managers and Supervisors play a key role in the management of the Safety Program. Managers and Supervisors must ensure that safety policies and procedures are followed at all times and must hold employees accountable for failure to adhere to agency safety rules.

### **RESPONSIBILITIES**

Agency supervisors will:

1. Use the employers "First Report of Injury" and the "Incident Investigation Report" to report workplace accidents and injuries to Human Resources within 24 hours.
2. Actively participate in safety training and keep abreast of agency safety initiatives.
3. Accompany all inspectors on formal safety inspections of the work area.
4. Monitor and address workplace issues for obvious safety hazards. Work with employees to report all potential safety problems.
5. Make sure employees receive agency workplace safety information.
6. Ensure all new employees or employees new to a position receive job specific safety training.
7. Make sure required job specific personal protective equipment is provided and used by employees and that it is maintained and replaced when necessary.
8. Work with the Human Resources Office to ensure that safety performance is part of each employee's job profile and written performance appraisal.
9. Report all incidents and near misses promptly. The Incident Investigation Report must be completed and signed by the employee, supervisor and Human Resources. The form is then sent to the Safety Committee for completion and review.
10. Assist with return-to-work activities under the guidelines of the state Return to Work Program.
11. Work to instill a positive, cooperative safety culture within the agency.
12. Hold employees accountable for safety violations and unsafe work practices.

## **Component 6: Role of Human Resources Office(r)**

### **REQUIREMENT**

The Human Resources Office(r) plays an important role in making sure employee safety and health regulations and policies are followed by all employees, at all levels of employment.

### **RESPONSIBILITIES**

The Human Resources Office will:

1. Work with the Safety Committee and make sure all new employees receive new hire safety orientation.
2. Work with supervisors:
  - a. To make sure any documented special needs of employees regarding safety are met.
  - b. To include safety performance standards in performance appraisals and job profiles.
  - c. To enforce safety standards.
3. Serve as the main point of contact for reporting accidents to the insurer and report all accidents to the insurer within 24 hours.
4. Provide training to supervisors on how to report workplace accidents using the Incident Investigation Report and employers First Report of Injury.
5. Review reports from the Workers' Compensation Management Bureau and the insurer and communicate with the Safety Coordinator, Safety Committee and upper management.
6. Serve as the coordinator for workers' compensation claims management, including the state Return to Work Program.

## **Component 7: Role of All Agency Employees**

### **REQUIREMENT**

Every employee is required to maintain an awareness of safety in the workplace and comply with all state and federal safety and health regulations and policies.

### **RESPONSIBILITIES**

Therefore, employees will:

1. Participate in new employee orientation at time of hire.
2. Participate in on the job safety training.
3. Report incidents and accidents to a supervisor as soon as possible. The “First Report of Injury” form and “Incident Investigation Report” must be completed by the employee and supervisor within 24 hours of the incident or injury.
4. Assist in accident investigations and early return to work programs.
5. Participate in agency safety training and safety meetings.
6. Use required personal protective equipment.
7. Report safety hazards to a supervisor and/or safety representative upon identification and take immediate action to correct the hazard.
8. Maintain good housekeeping, in work areas and buildings.
9. Watch for and help correct unsafe behavior by co-workers in a positive manner.

## Component 8: Record Keeping

### REQUIREMENT

Accurate and thorough record keeping is a valuable agency management tool. As part of the Safety Program, each agency must document safety and loss prevention activities. This documentation will include:

- Date, time, location, and description of training; inspections and action steps taken; and sign-in sheets for those attending meetings and trainings.

### RESPONSIBILITIES

Each agency must establish and maintain an organized Safety Program filing system where the pertinent records can be kept. The Safety Coordinator and/or Human Resources is responsible for keeping the list of records provided below:

1. A copy of the written agency Safety Program;
2. New hire orientation training forms;
3. Employee training forms (including required training)
4. Safety meeting documentation (agendas, minutes and attendance logs);
5. Inspection forms (including self-inspections, contracted inspections, and inspections conducted by others);
6. Preventive maintenance & repair logs;
7. Incident investigation forms;
8. Workers' compensation First Report of Injury forms;
9. Accident-injury summary logs (OSHA 300 Forms).
10. Employer Experience Reports and loss runs provided by the insurer. These are updated monthly by the insurer.

These reports and forms are **not** just a paper trail. Each serves a purpose in the overall Safety Program and should be utilized for reporting updates to agency management, the Safety Committee, and employees.

## Component 9: Training

### REQUIREMENT

An effective safety training program will reduce the number of injuries and fatalities, property damage, legal liability, illnesses, workers' compensation claims, and missed time from work. Safety training helps establish and maintain a safety culture in which employees help promote proper safety procedures while on the job. Each agency must establish and maintain an educational-based safety training program using the coordinated efforts of the Safety Coordinator, the Safety Committee and Human Resources.

### RESPONSIBILITIES

1. Provide all new employees with a general safety orientation containing information common to all employees and appropriate to business operations before the new employees begin their regular job duties. This orientation should contain both oral and written instruction and include, but not be limited to, the following:
  - Accident and hazard reporting procedures
  - Emergency procedures
  - Fire safety
  - First Aid
  - Personal protective equipment (where applicable)
  - Work site hazards
  - Ergonomics

A new employee orientation and training checklist is provided in Attachment #2. An Ergonomics Computer Workstation Handout is provided in Attachment #3 and an Ergonomics Computer Workstation Checklist is provided in Attachment #4. These can be used for existing employees as well as in the new hire orientation process.

2. Provide equipment and/or task specific safety training appropriate for employees before they perform that job or task without direct supervision.
3. Offer continuing, regular, refresher safety training. This training may be accomplished through periodic safety meetings or various other formats. This training should be held as often as is appropriate, but at least annually and contain material to maintain and expand knowledge and awareness of safety issues in the work place.
4. Provide a system for all employees to develop an awareness and appreciation of safety through tools such as newsletters, periodic safety meetings, posters, and safety incentive programs.
5. Provide training when a new Safety Program is established; employee job assignments change; new substances, processes, procedures or equipment are introduced; or when a new hazard is identified.

Agencies with specific safety problems that need consultative services and training assistance or further information should call the Workers' Compensation Management Bureau, Department of Administration (444-2044).

## Component 10: Hazard Identification

### REQUIREMENT

An **unsafe condition** generally refers to a tangible item in the work environment such as a walking surface, a piece of machinery or an unsafe hand tool. An **unsafe act** relates to movements and work patterns of the employee. Both hazards must be identified and corrected prior to the occurrence of accidents for a prevention program to be successful.

### RESPONSIBILITIES

Each agency must conduct periodic inspections for hazard identification. Formal, planned inspections of agency buildings, equipment, and property must be conducted at least annually or as is appropriate to agency operations. The intent of an inspection is to identify hazards and unsafe conditions. Supervisors, Safety Committee members or other designees may conduct inspections.

Correction of unsafe conditions is accomplished as soon as possible by engineering out the unsafe condition, engineering in employee protection from the unsafe condition, requiring employee use of personal protective equipment, and incorporating effective safe operating procedures.

Document the results of all inspections. This documentation should include the date, location, and corrective actions taken, and be retained by the agency for three years. Inspection checklists are effective tools in providing consistency and documenting safety efforts. A sample inspection form is provided in Attachment #5 to this document.

The Department of Labor and Industry, U.S. Occupational Safety & Health Administration, the Workers' Compensation Management Bureau, other federal or state regulatory agencies or insurance providers may conduct announced or unannounced inspections to ensure that state agencies comply with regulatory standards. Where feasible, agencies should have someone accompany these inspectors. Agency management must take immediate action to correct identified areas for improvement.

Managers and Supervisors must train employees on work-site hazard reporting on a continual basis. Employees should be instructed to report hazards or near misses immediately to their supervisor using the Incident Investigation Report provided in Attachment #6.

Written documentation of hazards and self-inspections must be kept in a central location as discussed in the Record Keeping section of this program. Timely and adequate correction of reported hazards by Management and follow up with affected employees is crucial. Reporting and follow up eliminate or reduce the exposure and encourage continued employee participation in the process.

## **Component 11: Incident/Accident Reporting and Investigation**

### **REQUIREMENT**

Incident investigation is the best method to use in determining why an incident occurred and what actions will prevent recurrences. Each agency must develop procedures for reporting and investigating all work-related injuries, incidents, accidents, occupational diseases, and known unsafe working conditions and practices. Prompt reporting of an accident facilitates a rapid investigation and helps guarantee the timely implementation of corrective measures.

### **RESPONSIBILITIES**

Agencies must use the Incident Investigation Report (provided as Attachment #6), which, through the investigation process, identifies the cause, helps determine prevention methods, and provides an avenue for implementation of preventive measures.

Supervisors, the Human Resources Department, the Safety Coordinator or the Chair of the Safety Committee are responsible for investigating all work-related injuries or occupational diseases as soon as possible after receiving an incident report. This process includes documenting any action taken and following up with the affected employee. Appropriate supervisors and employees will sign results of all investigations. Agency management and/or the Safety Committee, if applicable, should review results and recommendations.

Immediately upon notice of a workplace injury, the employee and supervisor need to complete the First Report of Injury form for submission to the Workers' Compensation insurer. Submit the signed and completed form to the Human Resources Department within 24 hours. Investigate all incidents, including those that do not result in loss of time from work or require medical attention using the Incident Investigation Report.

Written documentation, including Incident Investigation Forms and First Report of Injury Forms, must be kept in a central location as discussed in the Record Keeping section of this program.

## **Component 12: Equipment Safety and Maintenance**

### **REQUIREMENT**

The right tool for the job is a basic safety and job requirement. This includes equipment necessary to perform the job and personal protective equipment. Tools and equipment necessary for each job must be available and properly maintained.

### **RESPONSIBILITIES**

Agency management should provide necessary equipment so that employees can perform job duties safely. Safety and health should be a consideration when purchasing equipment or furnishings and when designing structures and work areas.

Equipment must be maintained in accordance with the manufacturer's specifications and applicable safety and health regulations. Scheduled preventive maintenance programs must be developed and followed. In addition, periodic inspections should be completed and hazard reporting procedures put in place. Repair any identified equipment defects immediately or remove the equipment from service until replaced. Keep equipment inspections, maintenance and repair logs in a central location as discussed in the Record Keeping section of this program.

Agencies must provide personal protective equipment as required by job function and duties. Personal protective equipment (PPE) should be well maintained and tested when necessary to assure effectiveness. Damaged equipment should be replaced. Test and inspection results of PPE should be documented. All employees must be trained in the proper use of PPE. PPE must be maintained in compliance with established standards. All employees required to use PPE in performance of their job must use the equipment provided and it must be used as directed by applicable rules, standards or codes.

## **Component 13: Workers' Compensation Management Bureau**

### **REQUIREMENT**

The Workers' Compensation Management Bureau (WCMB) is responsible for oversight of the state's loss control and safety efforts including the Safety and Return to Work Programs. The WCMB will provide training and facilitation for state agencies for both implementation and management of the agency's Safety Program. In addition, the WCMB will track the effectiveness of the state's Safety Program. The WCMB will report program progress to the Governor's office, Agency Directors, and executive management and will make legislative recommendations to further the intended purposes of the state's Safety Program.

### **RESPONSIBILITIES**

The WCMB is dedicated to being a resource for all state agencies in the implementation and ongoing management of their Safety Programs. Each Safety Coordinator is required to provide certain information to the WCMB for oversight and tracking purposes. Agencies must copy the WCMB with Safety Committee meeting minutes and other items as requested.

### **The WCMB as a Resource to Help You**

1. Visit our website at <http://benefits.mt.gov/WorkersComp.asp> or contact the Safety Specialist at (406) 444-2044 for more information.
2. Ask for assistance with training or ideas.
3. The WCMB shall attend *all* stewardship meetings with our insurer.

**<http://benefits.mt.gov/WorkersComp.asp>  
(406) 444-2044 or (800) 287-8266**

**(SAMPLE POLICY STATEMENT)  
FROM THE DIRECTOR'S OFFICE**

The (Agency Name) Safety Program is required under the Montana Safety Culture Act (§ 39-71-1504, MCA). Our safety program is being implemented on behalf of (agency name) employees.

Our employees are our most valuable resource, and protection of our employees will be given highest priority. This (Agency Name) Safety Program is established to help prevent employee accidents and safeguard the state's assets.

The objectives of the safety program are to provide to the best of our ability:

- 1. a safe working environment;**
- 2. protection of the general public; and**
- 3. reduction of costs associated with accidental losses.**

The achievement of these objectives is based upon good planning and ensuring that safety is an integral part of day-to-day operations and work procedures. This can only be accomplished if all (agency name) employees and supervisors take an active interest and participate in the safety program. (agency name) will abide by all applicable Federal, State, local, and agency rules and regulations and agency policies and procedures.

The success of our program can be measured directly by its ability to prevent unnecessary loss. An accident resulting in personal injury, property damage, or equipment loss represents needless waste. It is imperative that all employees and supervisors recognize their responsibility to prevent these losses and take all necessary actions to do so. Employee performance in this regard will be measured.

It is my earnest request that all employees of (the agency's name) devote their serious attention toward making this program an integral part of day-to-day operations.

\_\_\_\_\_  
(Director)

\_\_\_\_\_  
(Date)

**Department of \_\_\_\_\_**  
**New Employee Safety Orientation**

Employee:	Date of Hire:
Position:	Supervisor:
Department:	

- \_\_\_\_\_ 1. Review General Safety Rules – Safety Policy Statement, Safety Program, Return-to-Work Program and Department/Division/Bureau specific Safety Procedures
- \_\_\_\_\_ 2. Explain Safety Committee and identify members
- \_\_\_\_\_ 3. Evaluate workstation for correct ergonomic set-up and review of ergonomic handouts
- \_\_\_\_\_ 4. Review steps for reporting and correcting unsafe conditions
- \_\_\_\_\_ 5. Review accident and incident reporting procedures and forms (First Report of Injury and Incident Investigation Report)
- \_\_\_\_\_ 6. Identify available first aid personnel and review procedure for action to take for medical emergencies
- \_\_\_\_\_ 7. Discuss emergency evacuation procedures and building emergency action plan
- \_\_\_\_\_ 8. If applicable, issue required personal protective equipment and review guidelines for correct use of equipment
- \_\_\_\_\_ 9. Provide appropriate job specific safety training such as correct lifting techniques, fall protection, chemical safety, fire extinguishers, etc. (List below):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 10. Tour the facility/building pointing out exits, fire extinguishers, location of the first aid kit, areas where PPE (Personal Protective Equipment) is required, sprinkler system, areas where chemicals are stored.

\_\_\_\_\_  
Conducted by

\_\_\_\_\_  
Date

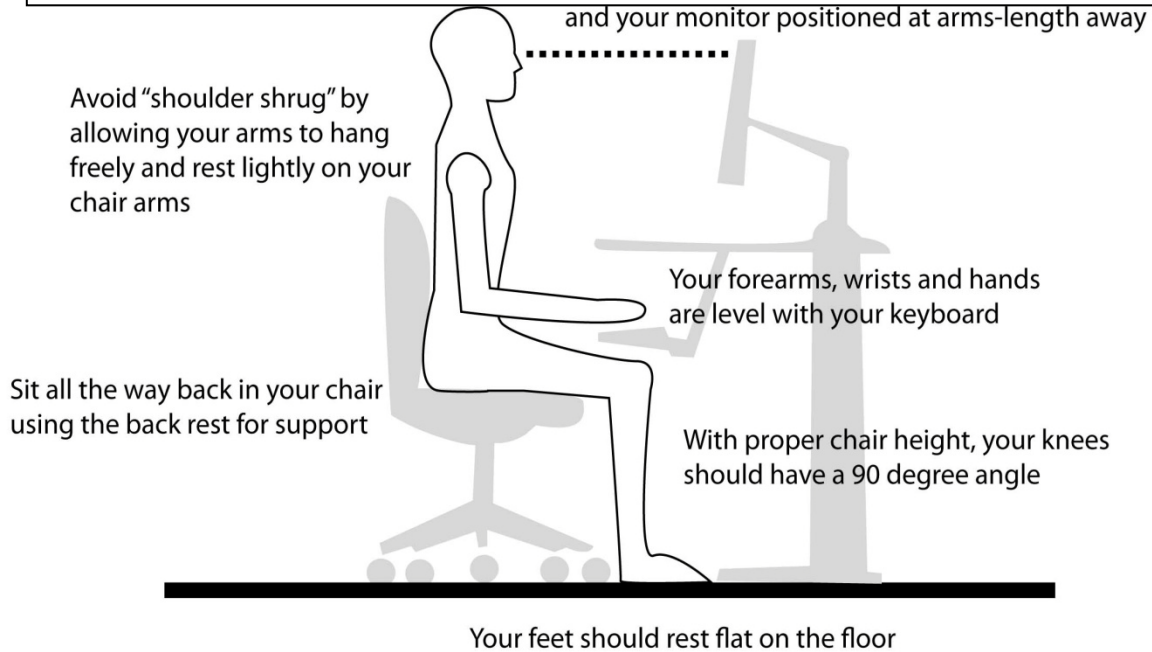
\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**\*\*Completed form to be kept in HR as part of the employee's personnel file\*\***

Department of \_\_\_\_\_

## Ergonomic Computer Workstation Setup



1. Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line parallel to the floor.
2. When typing elbows should be at a 90-degree angle.
3. If you rest your wrists when typing, use a cushioned wrist rest.
4. Keep your mouse close to the keyboard and at the same level.
5. Place the monitor directly in front of the keyboard.
6. Position the top of the screen at eye level and about an arm's length away.
7. Maintain a proper posture having a 90-degree angle at the hips and knees while feet are supported by the floor or footrest.
8. Backrest on chair should be adjustable and provide support to the entire back, especially the lumbar region.
9. Use a document holder placed close to the monitor to reduce strain on your neck & eyes.
10. Allow for ample foot and legroom under your workstation.
11. Reduce glare on your screen by tilting the monitor, using window blinds, or using a glare screen.
12. Sit with head and neck in upright position, even while on the telephone. Use a headset for your phone to reduce neck & back strain.
13. Take frequent micro-breaks during work.

## Department of \_\_\_\_\_ Computer Workstation Review Guide

**Please use this guide when setting up or re-organizing your workstation. It is provided to assist you in creating a safe and comfortable workstation. No single "correct" posture or arrangement of components will fit everyone. However, there are basic design goals, some of which are on this checklist, to consider when setting up a computer workstation or performing computer-related tasks.**

**Consider your workstation as you read through each section and see if you can identify areas for improvement in posture, component placement, or work environment. Feel free to ask for assistance with certain sections that may require an additional set of eyes.**

Posture	Y	N	Comments:
Feet rest flat on floor or supported by a footrest.			
Thighs are parallel to floor and knees equal or about even with hips.			
Upper arms hang comfortably and elbows are close to torso.			
Forearms are parallel to floor.			
Wrists are in a neutral posture.			
Shoulders appear relaxed when performing data input.			
Ears over shoulders when viewing monitor.			
Head, neck and trunk face forward not rotated.			
Frequent reaching over 20 inches.			
<b>SEATING The chair . . .</b>	<b>Yes</b>	<b>N</b>	<b>Comments:</b>
Seat pan adjusts up and down.			
Seat pan has a positive and negative tilt adjustment.			
Back rest is adjustable and provides low back support.			
Armrests are properly adjusted, supporting the forearms (not the elbows).			
<b>KEYBOARD/INPUT DEVICE The keyboard/input device arranged so that . . .</b>	<b>Y</b>	<b>N</b>	<b>Comments:</b>
Input device (mouse/trackball) is on the same level as keyboard.			
Input device (mouse or trackball) is located next to keyboard so you can operate it without extended reaching.			
Wrists, hands and elbows do not rest on sharp or hard edge.			

Attachment #4

<b>MONITOR</b>	<b>Y</b>	<b>N</b>	<b>Comments:</b>
The monitor is arranged for tasks so that . . .			
Monitor is in a position so you are able to read it without bending head or neck down/back.			
Monitor distance is 18" to 22" (or good viewing distance for vision) and allows you to read screen without leaning head, neck or trunk forward/backward.			
<b>ENVIRONMENT</b>	<b>Y</b>	<b>N</b>	<b>Comments:</b>
Is there exposure to indirect glare?			
Is there enough lighting in your workspace?			
Are there space constraints?			
Other			
<b>ACCESSORIES</b>	<b>Y</b>	<b>N</b>	<b>Comments:</b>
Document holder, if provided, is stable and large enough to hold documents that are used.			
Document holder, if provided, placed at about the same height and distance as monitor screen so there is little head movement when you look from document to screen.			
Wrist rest, if provided, allows you to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device.			
Is telephone headset necessary for frequent computer work while on the phone?			

**Comments/Notes:**

*If you require additional information or assistance with setting up your workstation, please talk with your supervisor.*

**Department of \_\_\_\_\_**  
Office Safety Inspection Checklist

***This checklist should be used to assist office personnel in identifying unsafe conditions. List each item requiring corrective action in the COMMENTS section, identifying the area, building, and/or room in each case. Follow-up monthly on the status of open corrective actions. Keep a copy for at least one year including the current year.***

**Name/Location \_\_\_\_\_ Date \_\_\_\_\_**

Description	Circle One: (S=Satisfactory RA=Requires Action)			Comments/Corrective Action
<b>Bulletin Boards &amp; Signs</b>	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are they clean and readable?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Is the material changed frequently?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Safety Committee Minutes posted?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
<b>Floors</b>				
Is there loose material, debris, worn carpeting?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are the floors slippery, oily, or wet?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Non-slip mats placed at entryways or high traffic areas?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
<b>Stairways and Aisles</b>				
Are they clear and unblocked?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are stairways well lighted?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are the aisles marked and visible?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Stairways have a non-slip tread?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
<b>General</b>				
Is the furniture in good condition?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
- Worn or poorly designed for task?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
- Sharp edges/corners on desks or cabinets?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
- Chairs have any loose casters? - All rungs and legs sturdy and in good repair?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Desk and file drawers closed when not in use?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
File cabinets, storage cabinets, bookshelves and other items over 5 feet properly anchored?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Step stools or ladders are readily available for reaching high places.	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are step stools, step ladders safe, well maintained, and properly affixed?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Extension cords, phone cords, and cables are properly routed or covered to avoid trip and fall hazards?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
A maximum of one power strip per electrical receptacle is used?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
30" clearance is maintained in front of all electrical panels?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Electrical cords and plugs are in good condition (i.e., not frayed, taped, spliced, or ground prong missing)?	<b>S</b>	<b>RA</b>	<b>n/a</b>	

## Attachment #5

Description	Circle One: (S=Satisfactory RA=Requires Action)	Comments
Electrical receptacles are in good working condition?	S RA n/a	
Aisles, walkways, and work areas are free of trip and fall hazards (i.e., torn carpets, turned up edges of door mats, boxes, etc.)?	S RA n/a	
Exit paths are free of boxes/materials at all times?	S RA n/a	
All work areas are adequately illuminated?	S RA n/a	
Storage and equipment areas/rooms are neat and orderly?	S RA n/a	
Work and storage areas are free of improper storage (e.g., heavy, high and/or unstable storage)?	S RA n/a	
The tension on the paper cutter blade is adjusted to prevent the blade from free falling?	S RA n/a	
Material Safety Data Sheets (MSDSs) are available for all hazardous materials used by employees?	S RA n/a	
Employees who are responsible for performing first aid have been trained in blood borne pathogen prevention?	S RA n/a	
Gloves and one-way valve resuscitators are available to employees performing first aid and CPR?	S RA n/a	
Fire extinguishers are accessible (i.e., unobstructed/not blocked)?	S RA n/a	
Employees are trained in the use of fire extinguishers?	S RA n/a	
Duplicating fluid/toner is stored in a cabinet away from heat producing sources?	S RA n/a	
Are storage cabinets organized so that heavy items are stored in the lower and middle shelves?	S RA n/a	
Hand trucks, dollies, or carts are available and used for handling bulk mail and supplied?	S RA n/a	
Are washrooms and food preparation areas clean?	S RA n/a	
Are personal appliances such as space heaters or coffee makers in good working condition?	S RA n/a	
All fans are properly guarded?	S RA n/a	
<b>Training</b>		
Employees have been instructed in proper lifting techniques?	S RA n/a	
Office employees have had ergonomic training within the last two years?	S RA n/a	

## Department of \_\_\_\_\_ Incident Investigation Report

**Instructions:** Immediately following an INCIDENT or near miss that could have resulted in harm, this form is to be completed by the following parties:

- **Part I** – To be filled out by the employee. If there was a witness to the incident, they must contribute their observations as well.
- **Part II** – To be filled out by the employee’s immediate supervisor.
- **Part III** – To be completed by HR.
- **Part IV** – To be completed by the Safety Committee.

Please provide as much detail about the incident as possible. Information provided will be used by HR and the Department Safety Committee to make determinations about future training and work environment adjustments to improve the overall safety for agency personnel.

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**Part I** - To be completed by the EMPLOYEE involved in the incident.

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Division: \_\_\_\_\_ Bureau: \_\_\_\_\_ Job Class: \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Was medical attention sought?  Yes  No  N/A

Please describe the incident in detail (attach additional pages as necessary):

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Was there a witness to the incident?  Yes  No If yes, name(s)? \_\_\_\_\_

If witnessed, please attach a witness summary to the back of this form with printed name, signature, and date.

\_\_\_\_\_  
Employee Signature Date

**-Forward this form to your immediate supervisor to complete Part II-**

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**Part II – To be completed by the SUPERVISOR of the involved employee.**

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please provide any additional information about the incident (conditions, cause, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What recommendations do you have to reduce the likelihood of a similar future incident?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**-Forward this form to HR to complete part III-**

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**Part III – To be completed by HUMAN RESOURCES**

HR Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Was a First Report of Injury Completed?  Yes: date \_\_\_\_\_  No

Provide any additional information relevant to this reported incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
HR Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**Forward this form to SAFETY COMMITTEE DESIGNEE to complete part IV-**

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**Part IV – To be completed by SAFETY COMMITTEE DESIGNEE**

Safety Committee Designee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Summary of Investigation:

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Follow-up Recommendations?  Yes  No (If yes, complete section below)

Recommended Corrective Action:

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\_\_\_\_\_  
Safety Committee Designee Signature

\_\_\_\_\_  
Completion Date

**\*\*Completed form to be kept on file with Safety Committee Designee and a copy with employee's personnel records in HR\*\***