

## Chapter 4

### Safety and Welfare

#### 4.0 Introduction

Included in this chapter is information about the MDT Safety Policy, Risk Management, and Chemical Hazard Communication Program.

#### 4.1 Safety Policy (Policy # 3-0803)

The following sections, referencing maintenance management and employee responsibilities, were taken from the MDT safety policy. Refer to MDT Employee Safety Policy and Procedures Manual for the complete policy.

##### Supervisors and Managers

Department of Transportation supervisors and managers are a key to the effectiveness of the safety program and assume responsibility for managing their respective programs as they relate to facilities, equipment, and personnel under their control. To accomplish this, each supervisor or manager must:

- Conduct new employee safety orientation and on-the-job training.
- Ensure the work areas are observed on a continual basis to identify unsafe acts or conditions.
- Require staff to comply with policies, procedures and all applicable safety and health regulations.
- Provide all employees with Personal Protective Equipment (PPE) required performing the job safely.
- Include safety performance standards in performance appraisals. Provide training, retraining or discipline as necessary.
- Hold safety meetings.
- Ensure that accident and near miss investigations are thorough. Take whatever action is necessary to implement the recommendations, including temporary measures, to prevent recurrence while more permanent solutions are being considered.
- Take corrective action to prevent recurrence of near misses.
- Ensure that employees report all accidents and injuries promptly.
- Instill a positive, cooperative attitude.
- Participate in and encourage early return to work programs for employee's injured on or off the job.
- Ensure that necessary records are kept and maintained.
- Perform hazard inspections and act on results.
- Coordinate and report to safety committee.

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#### **Employees**

Every employee of the Department of Transportation is responsible to personally maintain a “safe attitude,” use common sense and comply with all federal, state and local safety regulations and Department safety policies and procedures.

Employees must:

- participate in the employee orientation process,
- participate in on-the-job training,
- report all accidents and injuries immediately to a supervisor,
- assist in accident investigations,
- use required Personal Protective Equipment,
- maintain good housekeeping,
- look for and report unsafe conditions to a supervisor,
- report all near-miss incidents to a supervisor.

#### **Safety Committee**

Each District/Area will have a safety committee comprised of representatives of employees and management, with management members not exceeding employee members. Employee membership should consist of volunteers or members selected by their peers. Where employees are represented by a labor organization(s), that labor organization shall choose the selection process of appointment or election. The Department will have a statewide safety committee comprised of members from District/Area Safety Committees. The committee’s purpose is to stimulate voluntary safety input from employees and provide management with an effective safety feedback mechanism.

#### **District/Area Safety Committee Responsibilities:**

- Hold meetings quarterly.
- Document its activities including preparation of meeting agendas and minutes.
- Communicate with employees regarding safety committee activities.
- Monitor compliance of safety rules, policies and procedures.
- Determine that job-specific training is being provided.
- Motivate employees to create a safety culture in the work place.
- Evaluate the safety program on a regular basis.
- Review incidents of work-place accidents, injuries and illnesses and recommend preventive measures.
- Conduct safety audits to identify work place hazards and make recommendations to correct deficiencies.
- Inform District Administrator, Division Administrators and Organizational Development Bureau of committee meetings, activities and provide minutes.
- Provide information and materials on safety-related topics.

### **Failure to Comply with Safety Policy**

Failure to comply with Safety Policy and Procedures will result in disciplinary action under Discipline Handling Policy #3-0130. Safety issues should be approached with the idea that it is in the employee's best interest to comply, with his/her health and well being in mind.

## **4.2 Risk Management**

Risk Management is a process of managing, organizing, and controlling resources and activities in order to minimize the adverse effect of any loss. The benefits of risk management are to:

- Ensure that damages from tort, liability, property and casualty loss are avoided or minimized,
- Ensure that employees are physically protected,
- Ensure a healthy and productive work environment, which improves morale and enhances efficiency,
- Reduce Department's liability premiums by lowering losses.

### **Types of Losses**

There are four basic types of losses of which MDT managers, supervisors and employees should be aware. These risk are not mutually exclusive; they are interrelated. Many accidents and claims involve losses in the following risk areas:

- **Damage to Property**  
These claims are the result of the accidental loss or damage to state property such as buildings, vehicles and heavy machinery.
- **Liability to Others**  
This is the risk of legal liability to others resulting from injuries to persons and damage to their property or person.
- **Workers' Compensation**  
These claims are a result of accidents or occupational disease contracted at work, which result in employee injury. The Organizational Development Bureau works with the State Compensation Insurance Fund to handle worker's compensation claims.

### **Causes of Loss**

Losses typically stem from a variety of causes:

- **Natural Causes of Loss:** lightning, flood, windstorm and other types of adverse weather can create property losses.
- **Human Causes of Loss:** theft, arson, negligent acts of omission or commission may result in property losses or legal liability.

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**Losses do not just happen. They are caused.** Since in most cases, the causes are known; losses can be prevented. Contact immediate supervisor or area managers when problems during operation arise about safety or about risk management issues.

#### 4.3 Chemical Hazard Communication

Montana Department of Transportation ensures that all employees are aware of the chemical hazards in their work areas and are informed of and protected from any health and safety effects from such hazards. The written Chemical Hazard Communication Program applies to all MDT personnel and covers any chemical that may pose a hazard in the work place.

The written Chemical Hazard Communications Program includes the following:

- Hazard determination
- Container labeling
- Material Safety Data Sheets (MSDS)
- Employee information and training
- Chemical inventory
- Hazardous non-routine tasks
- Procedures for informing contractors

Each individual employee is responsible for the following:

- Reviewing the information available on the Material Safety Data Sheets (MSDS) and the label for a chemical prior to handling.
- Following proper handling and labeling procedures for the material.
- Using any personal protective clothing and equipment when required.
- Cleaning up spills according to MSDS.
- Practicing exposure safety according to MSDS.

#### 4.5 References

Montana Operations Manual, Personnel Policies and Procedures Manual,  
Volume III  
MDT Employee Safety and Procedures Manual