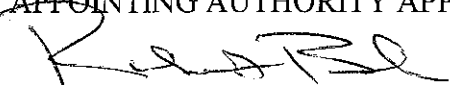


## HEALTH AND SAFETY POLICY

POLICY NUMBER: 200-03	EFFECTIVE DATE: 1/04/2013	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 01/06/2008	AUTHORITY: OCSEA Article 11; OSHA, ORC 4167.05 (PERRP)	

### I. PURPOSE

The Department of Administrative Services (DAS) will establish and maintain safety and health guidelines for its employees and other individuals authorized to use its facilities and equipment, thereby promoting and creating a safe work environment with the goal of minimizing accidents and injuries.

### II. POLICY

- A. DAS is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease while at work is a major ongoing objective. It is the policy of DAS that every employee is entitled to work in a safe environment. Therefore, every reasonable effort will be made in the interest of accident prevention, fire protection, and health preservation.
- B. DAS will endeavor to maintain a safe and healthy workplace by providing safe working equipment, necessary protective equipment, and training. DAS shall follow all applicable local, state and federal laws and guidelines, including but not limited to, Public Employer Risk Reduction Program (PERRP), and Occupational Safety and Health Administration (OSHA). Employees shall follow this Policy when using facilities and equipment, and when conducting DAS business. Failure to do so may subject employees to disciplinary proceedings as outlined in DAS Work Rules and appropriate Collective Bargaining Agreements. In addition, employees may be subject to criminal prosecution.
- C. Because of the diversity of jobs and the varied nature of the work, we must formalize our safety program, utilizing written programs, reports and records, to achieve the maximum use and effectiveness of accident prevention information, and to reduce, or eliminate the direct and indirect costs associated with accidents and injuries on the job. At a minimum, the applicable OSHA, State of Ohio, and any other pertinent standards will be used and referenced in internal written safe work practice guidelines.

### III. PROCEDURE

#### A. TRAINING:

- 1. Department heads, supervisors, and each divisional safety coordinator shall identify all necessary training required for its employees based on their job classification and working environment in accordance with all applicable standards, e.g., (PERRP, OSHA,).

The Office of Employee Services will assist in coordinating the appropriate training needed within the divisions.

2. Employees shall receive all appropriate training, which may include but is not limited to: hazard communication, blood borne pathogens, safe and efficient use of machinery and tools, ergonomic risk factors, chemical hazard exposure prevention, lockout-tagout, housekeeping, walking and working surfaces, equipment, electrical, as well as training addressing required personal protective equipment to be utilized in order to perform the duties assigned.
3. Safety must guide the decision making process of each day and be the rule of every action. Every employee is empowered to report, and correct as appropriate, hazards, in order to assist in preventing on the job injuries.

**B. HEALTH and SAFETY COMMITTEE:**

1. The Department of Administrative Services shall maintain a Health and Safety Committee. The requirements and purpose of the committee are specified in current, applicable collective bargaining agreements. Management and each labor organization shall appoint representatives to this committee along with alternates so that continuous representation by all parties is assured.

**C. ROLE RESPONSIBILITY:**

1. The responsibility for safety remains with the individual employee(s), supervisor (s), management staff, as well as the divisional Safety Coordinator. Each supervisor will be held accountable for safety in his/her division(s). Such accountability will be measured and become an integral part of each employee's performance evaluations. Additionally, all direct and indirect costs of any accident will be charged to the appropriate division. The supervisor will work with the division's safety coordinator and the Office of Employee Services to conduct an investigation of all accidents and incidents. The supervisor(s) will review and forward all pertinent safety information on to the employees. The supervisor(s) will insure new employees have the proper health and safety training for their job. The supervisor(s) is responsible for employee's performance in adhering to the work rules set forth.
2. It is our belief that accidents are avoidable if the tenets of the Department's safety policy are followed.

## DEFINITIONS

Bureau of Workers' Compensation (BWC) – A state agency that provides medical and compensation benefits for work-related injuries, diseases and deaths.

Divisional Safety Coordinator – A position assigned to each division to manage the health and safety program at the divisional level, recording and analyzing accidents and near misses, facilitating the development of safety systems, processes and behaviors, investigating accidents and injuries as to how they can be prevented, managing compliance with safety laws and regulations, communicating and soliciting staff input on safety issues.

Health and Safety Committee – A committee of equal union and management representation whose general responsibility is to provide a safe and healthful workplace by recognizing hazards and recommending abatement and education programs.

Managed Care Organization (MCO) – Medical specialists that provide health care for work-related injuries.

Occupational Safety and Health Administration (OSHA) – A government agency that establishes protective standards, enforces those standards, and reaches out to employers and employees through technical assistance and consultation programs.

Public Employer Risk Reduction Program (PERRP) – A program which assists public employers and employees in ensuring that each public employee within the State of Ohio is provided with a safe and healthful working environment by conducting free safety and health inspections.

## REVISION HISTORY

Date	Description of Change
3/15/2006	Original Policy Release
1/06/2008	New appointing authority
1/04/2013	New appointing authority