

## OPP Safety Responsibilities

### Safety Responsibilities of all OPP Employees

- Each employee is responsible for their own safety including the following:
  - Know and understand the safety procedures relative to their job.
  - Adhere to all safety rules, policies, procedures, and regulations.
  - Maintain their work area free of hazards by reporting and/or correcting unsafe conditions.
  - Promptly report any on-the-job injury and provide all relevant information regarding the accident.
  - Participate in accident investigations as required.
  - Complete medical testing as required. (Hearing, Respirator, CDL)
  - Promptly report any unsafe conditions that exist in the work environment.
  - Obtain and properly use appropriate safety equipment, personal protective equipment, and tools required for the job.
  - Inspect safety equipment, personal protective equipment, and tools to ensure they are in good condition.
  - Maintain all safety equipment, personal protective equipment, and tools in good condition.
  - Be accountable for their personal safety and for wearing required personal protective equipment.
  - Comply with and complete safety training and attend safety meetings as required.
  - Follow vehicle safety guidelines and always operate vehicles in a safe manner.
  - Promptly report any identified vehicle damage to the supervisor.
  - Use tools provided in the OPP Safety program(s) that help maintain a safe work environment (e.g., Hazard identification checklists, safety surveys, forms and permits, pre-task planning).

### Safety Responsibilities of Senior Leadership

- The Leadership of OPP is responsible for the overall safety of the unit.
  - Hold employees at all levels accountable for compliance with the University and Physical Plant safety programs, policies, and procedures.
  - Ensure resources are made available for safety equipment, safety training, and worksite improvements.
  - Lead by example.
  - Participate in safety meetings as required.

## Safety Responsibilities of Managers

- The Manager of the work group is responsible for the overall safety of the work group including the following:
  - Understand the safe work practices of the work group.
  - Lead by example.
  - Ensure that all Supervisors carry out their safety responsibilities and hold supervisors and employees accountable for safety.
  - Provide resources for safety equipment and training needed for employees to perform their work safely and for regulatory compliance.
  - Performing at least one documented safety inspection per month.  
**(Technical Services Managers)**
  - Make safety a topic of discussion at each staff meeting.
  - Encourage the reporting of safety concerns, hazardous conditions, and safety improvement ideas.
  - Take immediate action to correct any safety and health issues that they identify or that have been brought to their attention.
  - Leading safety meetings as required.
  - Report on limitations to Senior Leadership.

## Safety Responsibilities of Supervisors

- The Supervisor of the crew is responsible for ensuring that all work is performed in a safe manner to prevent injuries including the following:
  - Conduct weekly safety toolbox talks. **(Technical Service Supervisor)**
  - Know and understand safe work practices for their area(s) of responsibility and lead by example.
  - Ensure employees are using personal protective equipment and are following safe work practices.
  - Set clear expectations and hold employees accountable for meeting them as well as safety policies, procedures, and program requirements.
  - Enforce safety policy, procedures, and programs consistently.
  - Evaluate employees' safety knowledge and safe behavior to identify training and equipment needs.
    - Completing permits, forms, and inspections.
    - Lock out tag out evaluations.
  - Ensure employees complete the required training.
  - Perform at least one random safety assessment per week of work sites using the applicable safety assessment tool, surveys, and inspection checklists. **(Technical Service Supervisors)**
  - Provide safety equipment, personal protective equipment, and other tools, to employees to ensure a safe work environment.



- Enforce the use of personal protective equipment consistently.
- Immediately stop unsafe work and unsafe behaviors from being performed and correct them.
- Encourage the reporting of safety and health issues.
- Reward safe behavior through positive reinforcement through use of the safety reward program.
- Conduct semi-annual safety meetings with the unit Safety Coordinator to discuss safety issues, injury data and other pertinent safety information.
- **(Technical Service Supervisors)**
- Complete all accident report forms in accordance with Penn State policy (SY04) within 24 hours and participate in the investigation of all incidents.
- Maintain chemical inventory for the work group.
- Report any vehicle accidents or damage to the OPP Safety Office.
- Ensure that employees complete required medical surveillance(s) on time.
  - Audiometric testing (Hearing tests)
  - Respirator Exams
  - CDL Exams

### **Unit Safety Coordinator Responsibilities**

- Each Safety Coordinator is responsible for the overall administration of the OPP Safety Program within the unit including the following:
  - Lead by example.
  - Identify, evaluate, and initiate control measures for hazards within the unit.
  - Follow up with supervisors and employees to ensure corrective action is taken.
  - Identify gaps in safety program areas and training for the units.
  - Assist with program development efforts for OPP.
  - Identify, maintain, and track required training for unit.
  - Develop and deliver safety training for unit as needed / required.
  - Provide toolbox talk content to supervisors weekly.
  - Assist in leading safety committees and safety meetings.
  - Perform safety and compliance audits of shop areas and work sites and communicate findings to the Supervisor and Manager of the area as needed.
  - Provide consultation services to technical service employees and supervisors on any safety issues.
  - Perform at least one safety audit per week and send it to unit supervisor and manager for any corrective actions.
  - Spec and approve personal protective equipment for use by employees.
  - Perform and track accident investigations including root cause analysis and corrective action follow up.
  - Analyze accident data and develop / implement injury prevention strategies for the unit.



- Immediately stop unsafe work from being performed.
- Lead the development of safety programs, procedures, SOPs, and core safety processes within the unit.
- Track and notify employees and supervisors of medical testing that is due.
- Keep Senior Leadership informed about incidents and apprised of the current state of the OPP Safety Program.
- Recordkeeping for the unit.
  - Retention of required documentation for:
    - LOTO evaluations
    - Lock removal forms
    - Energized work permits
    - Scaffold Inspection forms
    - Aerial lift pre-trip forms
    - Fork truck pre-trip forms
    - Hot work permits
    - Accident investigation forms
    - Safety survey forms
    - Ladder inspection forms
    - Confined space permits
    - Trench inspection forms
    - Other inspection forms as required by safety programs or safety regulations

Initial Development	June 1, 2005
Revision 1	May 1, 2008
Revision 2	September 1, 2010
Revision 3	January 16, 2017
Revision 4	September 28, 2017
Revision 5	March 20, 2023