**OPP Safety Responsibilities**

**Safety Responsibilities of All Employees**

* Each employees 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.
	+ Promptly report any unsafe conditions that exist in the work environment.
	+ Obtain and properly use appropriate safety equipment and tools required for the job.
	+ Inspect safety equipment and tools to ensure they are in good condition.
	+ Maintain all safety equipment and tools in good condition.
	+ Be accountable for their personal safety and for wearing required personal protective equipment.
	+ Participate in safety training programs and safety meetings as required.
	+ Follow vehicle safety guidelines and operate vehicles in a safe manner at all times.
	+ Promptly report any identified vehicle damage to the supervisor immediately.
	+ Use tools provided in the OPP Safety program that will help maintain a safe work environment (e.g., Hazard identification checklists, safety surveys, forms and permits).
	+ Look out for coworkers and help ensure they are working safe.

**Safety Responsibilities of Directors**

* The director of the unit is responsible for the overall safety of the unit.

**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 all supervisors carry out their safety responsibilities and hold supervisors 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 safety inspection per month.
	+ 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 they identify or that have been brought to their attention.
	+ Lead ISP group meetings and maintain ISP Certification.
	+ Report limitations to leadership.

**Safety Responsibilities of Supervisors**

* The supervisor of the crew is responsible for ensuring all work is performed in a safe manner so as to prevent injuries, including the following:
	+ Conduct weekly safety toolbox talks.
	+ Know and understand safe work practices for their area(s) of responsibility, and lead by example regarding PPE requirements and following safe work practices.
	+ Lead by example.
	+ Set clear expectations and hold employees accountable for meeting them, as well as safety policies, procedures and programs.
	+ Enforce safety policy, procedures, and programs consistently.
	+ Evaluate employees’ safety knowledge and safe behavior in order to identify training and equipment needs.
		- Completing of permits, forms and inspections
		- Lock out tag out evaluations
	+ Ensure employees are completing required training.
	+ Perform at least one random audit per week of work sites using the applicable safety surveys, inspection checklists, OSHA requirements.
	+ Provide safety equipment, tools, and resources for employees to ensure a safe work environment.
	+ Immediately stop unsafe work from being performed and correct unsafe conditions and behavior.
	+ Encourage the reporting of safety and health issues.
	+ Reward safe behavior through positive reinforcement of the safety reward program.
	+ Conduct Quarterly Safety Meetings with the unit Safety Coordinator to discuss safety issues and injury data.
	+ Complete all accident report forms in accordance with Penn State policy (SY04) within 24 hours and participate in the investigation of all incidents.
	+ Ensure employees complete required medical surveillance(s) on time.
		- 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 their unit, including the following:
	+ 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 ISP teams, document issues and corrective actions.
	+ Perform safety and compliance audits of shop areas and work sites and communicate findings to the supervisor and manager of the area.
	+ Provide consultation services to technical service employees and supervisors on any safety issues.
	+ Perform at least one safety audit per week and send to unit supervisor and manager for any corrective actions.
	+ Spec and approve PPE provided to 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 procedures, SOPs, and core safety processes within the unit.
	+ Track and notify employees and supervisors of medical surveillance due.
	+ Keep senior leadership informed about incidents, as well as 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
			* Confined Space permits
			* Ladder inspection forms
			* Trench inspection forms
			* Other inspection forms as required by safety programs or regulations

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