**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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