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SAFETY POLICY & PROCEDURE

Unsafe Conditions

SPP# 1910.002

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1.0 PURPOSE

The purpose of this safety policy and procedure is to establish the methods and accountability for the identification, avoidance, and elimination of unsafe and/or hazardous conditions in the workplace.

2.0 SCOPE AND APPLICABILITY

This safety policy and procedure provides guidelines to assist all employees of the North Carolina Department of Transportation (NCDOT) to identify unsafe conditions which may exist in the workplace. This procedure also details the area of responsibility for managers/unit heads, supervisors, employees, and Safety and Risk Management within NCDOT.

This safety policy and procedure affects all NCDOT employees.

3.0 REFERENCE

This safety policy and procedure is established in accordance with the Occupational Safety and Health Act of 1970 covered by the General Duty Clause.

4.0 POLICY

It is the policy of NCDOT to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. . When fire hazards cannot be eliminated, fire protection equipment, engineering practices, administrative practices, safe work practices, and proper training regarding fire protection will be used or implemented.

5.0 General Responsibilities

It is the responsibility of each manager/unit head, supervisor, and employee to ensure implementation of NCDOT's policy on Unsafe Conditions. It is also the responsibility of each NCDOT employee to report immediately any unsafe act or condition to his or her supervisor and to make all efforts to avoid accidents and injuries. Specific responsibilities are found in Section 6.3.

6.0 Procedure

This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by NCDOT's policy on Fire Protection.

6.1 Training

It will be the responsibility of Safety and Risk Management to support development of safety training programs for all NCDOT activities. Furthermore, Safety and Risk Management will be responsible for performing safety audits, safety design, and technical compliance guidance.

6.2 Specific Responsibilities

This section details the provisions of this safety policy and procedure. The provisions adopted by NCDOT are: Training Requirements, Fire Hazards, Portable Fire Extinguishers, Fire Suppression Systems, and Fire Alarms and Alarm Systems

6.2.1 Managers & Unit Heads

Managers/Unit Heads are responsible for ensuring that adequate funds are available and budgeted for the purchase of required resources to eliminate unsafe conditions in their areas. Managers/Unit Heads will obtain and coordinate the required training for their employees.

Managers/Unit Heads will also ensure compliance through their auditing process.

6.3.2 Supervisors

Supervisors will not allow any employee who has not received the required training to perform any unsafe tasks or activities associated with his or her job.

Supervisors will be responsible for communicating appropriate needs to managers/unit heads and/or supervisors.

Supervisors will ensure that employees are provided with PPE as necessary for their job.

6.3.2 Employees

Employees shall comply with all applicable guidelines contained in this safety policy and procedure.

6.3.4 Safety & Risk Management

Safety and Risk Management will provide prompt assistance to manager/unit heads, supervisors, or others as necessary on any matter concerning this safety policy and procedure. Safety and Risk Management will assist in developing or securing the required training. Safety and Risk Management will work with Purchasing and Central Equipment Unit to ensure that all newly purchased equipment complies with current safety regulations and this safety policy and procedure.

Safety Engineers will provide consultative and audit assistance to ensure effective implementation of this safety policy and procedure.

6.3.5 Division Safety Staff

Division assigned safety staff will work with their management and employees to offer:

- Support to implement this process
- Perform associated training
- Communicate with Safety and Risk Management on needs to successfully implement and maintain this policy.