

 <p style="text-align: center;"><b>STATE OF ALASKA</b> <b>DEPARTMENT OF TRANSPORTATION</b> <b>AND PUBLIC FACILITIES</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>02.01.012</b>	PAGE  1 of 2
	EFFECTIVE DATE November 07, 2023	
SUBJECT <b>Safety Manual</b>		SUPERSEDES <b>02.01.012</b>
		DATED May 31, 2007
CHAPTER <b>Administration</b>	SECTION <b>General Administration</b>	APPROVED BY  Signature on File

## PURPOSE

This formalizes the Policy and Procedure (P&P) of the department to adopt and integrate the Safety Manual into the department's safety program. The Safety Manual prescribes procedures that promote workplace safety and reduce job-related accidents. The safety manual establishes personal employee responsibility in the prevention of injuries and the safe operation of all DOT activities conducted within the occupational workplace.

## POLICY

It is the department's policy to provide a workplace for all employees that is safe and to provide safety procedures in which each employee is responsible for exercising caution and being vigilant to potential hazards in order to protect their safety and the safety of their co-workers.

The Safety Manual is hereby adopted into the department's safety program. The Safety Manual is a part of the overall safety program and is subject to change.

## PROCEDURE

The procedures set forth in the Safety Manual are to be followed when undertaking any safety-sensitive task and in the course of normal business operations.

New activities and programs will be implemented as funding and staff resources allow. A copy of the most current Safety Manual may be requested from any Safety Officer or may be found at <https://web.dot.alaska.gov/safety/safety-manual.shtml>.

## AUTHORITY

AS 44.17.030, AS Title 18, AAC Title 8, Occupational Safety and Health Act of 1970, Section 5(a)1

## **IMPLEMENTATION RESPONSIBILITY**

The Commissioner, through Division Directors and Section Chiefs, have overall responsibility for the safety programs. Managers, supervisors, foremen, and lead personnel are responsible for ensuring their employees are properly trained for the work being conducted, monitoring safety performance, and implementing corrective actions. Department Safety Officers support and guide all employees to ensure compliance with the overall safety program.

## **DISTRIBUTION**

All department employees via the DOT&PF website