

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER <b>DPDR 11.06.010</b>	PAGE 1 of 2
	<b>Policy and Procedure</b>		EFFECTIVE DATE December 15, 1993	
SUBJECT <b>Shop Safety</b>		SUPERSEDES SEF P & P 29-0604	DATED	
TITLE <b>State Equipment          Fleet</b>	CHAPTER <b>Safety and          Environment</b>	APPROVED BY Signature on File		

**I. Purpose and Scope:**

**Introduction:**

The safety and well being of State Equipment Fleet (SEF) employees is an integral part of the overall SEF maintenance program. Providing a safe, hazard free work environment is the responsibility of all SEF employees, and represents the goal of SEF's safety efforts. The purpose of this procedure is to establish safe work practices, and safe working conditions for all SEF shops and related work areas.

**Responsibility/Performance:**

SEF Managers: Ensure compliance with this procedure.

SEF Employees: Ensure adherence to safe work practices, and provisions of this procedure.

**Reference:**

SEF Equipment Shop Safety Policy 11.06.001, Occupational Safety Health Act (OSHA) Regulations and Department of Transportation and Public Facilities (DOT&PF) Safety Manual.

**II. Distribution:**

All holders of the Procedures Manual, all SEF Procedure Manual holders, Regional/District Mangers, and all SEF Employees.

**III. Procedure:**

A. It is SEF's policy to create and maintain a safe and healthy work place for employees. All SEF shop locations and repair facilities will be maintained

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in a safe manner, free of hazards, and in accordance with safety regulations and industry standards.

- B. SEF Managers shall require all employees to govern their on-the-job activities in accordance with safe practices as described within the DOT&PF Safety Manual and the Occupational Safety and Health Standards.
- C. SEF Managers are responsible for providing a safe work area by furnishing and/or prescribing the use of suitable protective equipment, safety devices and safeguards prescribed for the work and work place; adopt and prescribe control of procedures, and monitor and measure employee exposure in connection with hazards, as may be necessary for the protection of the employee.

SEF Managers are further responsible to ensure that shop spaces are kept in a clean and orderly condition, and that shop employees are required to maintain their individual work areas in a clean and orderly condition to promote safety.

- D. SEF Managers will ensure that all required and appropriate safety related notices and postings are installed in all applicable shop locations and work areas. The primary responsibility for compliance under Alaska's Industrial Safety and Health Standards Program rests with the EMPLOYER.

SEF Managers will ensure that appropriate safety meetings are held on a regularly scheduled basis (minimum monthly) at all shop locations. The purpose of these meetings will be to discuss safety related topics, convey safety information to employees, and review current safety issues.

- E. SEF employees will comply with and follow all of the employer's safety and health rules; wear or use all prescribed protective gear and equipment; and are prohibited from removing, displacing, destroying or carrying off safeguards or interfering with the use of safeguards by others.
- F. SEF employees must report hazardous and unsafe conditions to supervisors for corrective action.