

## **C. RESPONSIBILITY FOR AIPP ADMINISTRATION**

Everyone is responsible for safety and health; those responsibilities are outlined in this Element C. While the Safety Coordinator may not be primarily responsible for each item, they are the point of contact for all safety and health related issues. Information regarding safety-related responsibilities is provided during new employee orientation and general safety-related responsibilities are provided to all employees annually. Documentation of communication related to this Element is kept on file for the current fiscal year and previous two.

### **Safety Coordinator/Fire, Safety & Environmental Division (FSED) Staff Responsibilities**

#### **Communication:**

- Provide guidance and recommendations to all levels of management in the formulation of policy and promoting of safe practices.
- Coordinate revisions to the AIPP and communicate as necessary to employees.
- Ensure all employees are aware of the agency safety and health policies, procedures, rules, and enforcement measures as appropriate.
- Maintain and post/publish appropriate emergency contacts for each worksite. This is especially important for areas outside of the Capitol Complex.
- Ensure ideas and comments related to safety and health are reviewed under the agency suggestion program and responses to suggestions are provided.
- Maintain Safety Committee meeting agendas and minutes.
- Maintain applicable Safety Data Sheets and ensure appropriate availability.
- Ensure appropriate safety signage is posted.
- Ensure emergency procedures, lists of emergency personnel, and emergency telephone numbers are posted and kept updated.
- Provide information and statistical reports regarding program effectiveness to selected management, Safety Committees, and others on a periodic (minimum of annually) basis.
- Through Safety Committees, consult with and keep employee representatives (unions) informed of safety-related issues and initiatives.
- Ensure emergency evacuation maps highlighting the path to all exits are posted.

#### **Reporting:**

- Coordinate and/or maintain the safety program documentation necessary to comply with commonwealth standards.
- File the required AIPP reports annually.
- Maintain current credentials of AIPP service providers.

#### **Hazard Identification:**

- Coordinate or conduct scheduled worksite inspections to identify existing and potential hazards of all work areas.

- Direct and/or assist managers and supervisors in taking immediate corrective action to eliminate or control unsafe acts or conditions.
- Establish procedures for pre-operational process reviews.
- Perform hazard analyses and make recommendations to eliminate or mitigate unsafe or unhealthy working conditions.
- Develop procedures for identifying, reporting, and responding to industrial hygiene concerns.
- Perform industrial hygiene and ergonomic evaluations as needed.

#### **Incident Investigation:**

- Develop and implement procedures for investigating workplace incidents.
- Investigate incidents and near misses as needed.
- Make recommendations to eliminate unsafe or unhealthy conditions.
- Follow-up to make sure that recommendations have been implemented and escalate if not.

#### **Evaluation:**

- Establish and monitor the overall AIPP goals and objectives.
- Determine the measures and performance metrics used to evaluate program effectiveness.
- Compare the number and types of claims that occur from one year to the next to identify areas where improvement efforts are needed.
- Review the AIPP components at least annually to identify opportunities for improvement.
- Evaluate the quality and effectiveness of safety training and education programs.

#### **Training:**

- Develop the safety training programs needed for new and existing employees.
- Ensure that a safety and health orientation is provided to all new employees.
- Ensure training is provided for all evacuation team members and agency employees on emergency response procedures.
- Conduct and/or coordinate training for Safety Committee members.
- Ensure supervisors or appropriate employees receive incident investigation training.

#### **Overall:**

- Develop, update, implement, and manage the AIPP.
- Maintain and update the agency's AIPP.
- Develop safety policies, procedures, and protocols to ensure compliance and address workplace hazards.
- Organize and coordinate the number of labor/management Safety Committees necessary to involve employees from the various departments or work locations in the safety process.
- Ensure confidentiality of information related to specific employees.
- Ensure emergency actions plans are developed and updated for all occupied work locations with drills conducted and evaluated annually.
- Administer the agency's Worker and Community Right to Know Program.
- Ensure the necessary industrial health services are provided to employees.
- Develop and/or coordinate the programs and procedures for obtaining emergency medical treatment at the various agency work locations.

## Other Parties' Responsibilities

### Safety Contractors:

- Compliance Management International (CMI), 717-705-5684 or by emailing the OA Safety Resource Account at [ra-oasafety@pa.gov](mailto:ra-oasafety@pa.gov).
  - Assist the Safety Coordinator as necessary with the development of agency safety policies and work procedures.
  - Develop and/or provide safety and health training as necessary.
  - Perform hazard assessments and conduct safety inspections as needed.
  - Review the safety and health program as necessary to assess compliance and identify areas needing improvement.
  - Perform data analysis to identify injury trends and opportunities for improvement.
  - Serve as a consultant in areas of industrial hygiene, ergonomics, and occupational health.
- Pennoni: Lynn Stutzman, 717-766-4500
  - Provide asbestos abatement related training, certifications, and licensing.
  - Provide air monitoring and asbestos abatement equipment calibration and maintenance.
  - Provide HAZMAT exposure sample analysis.
  - Provide HAZMAT emergency response assistance.
- CertaSite: Vernon King, 724-834-6550
  - Provide required inspections for fire extinguishers in DGS managed buildings.
- Kint: 717-234-8004
  - Provide required semiannual halon system testing.
- Concentra: 717-920-5910
  - Provide necessary health screenings for employees who are required to wear a respirator.
  - Provide all of the necessary health screenings for all employees who abate asbestos contained materials and lead paint.

### Safety Committee Members: (Committee member names are available upon request.)

- Assist in the agency's safety efforts by identifying and recommending solutions for workplace safety and health issues.
- Assist in the identification and correction of workplace hazards.
- Review incidents (minus confidential information) and provide recommendations to prevent recurrences.
- Assist in the communication of safety and health information to employees.

### Building Evacuation Team Members:

- Provide for a safe evacuation of the building occupants during an emergency.
- Specific responsibilities for each team member are detailed in AIPP Element I.

### Managers and Supervisors:

- Provide necessary safety and health training to all employees, or ensure it is provided.
- Ensure safety and health policies, procedures, and rules have been learned and are always followed in the workplace.

- Provide safety information to employees as appropriate.
- Be continuously aware of safety and health conditions within the work area.
- Assist in the identification and reporting of hazards.
- Take actions necessary to address any unsafe work conditions or unsafe acts.
- Report all incidents, injuries, and near-misses. If an injury occurred, ensure emergency medical care is provided promptly and complete a *Workers' Compensation Injury Report*.
- Provide or make available the necessary safety or personal protective equipment required for the work environment or task.
- Provide job specific safety orientation to all new employees and to current employees upon assignment of any new task.
- Be aware of building evacuation procedures.
- Be aware of emergency phone numbers and as applicable, certified first aid volunteers and CPR volunteers.

**Employees:**

- Ensure the safety and health of themselves and those around them.
- Be familiar with the DGS AIPP and follow safety procedures, rules, and work practices.
- Use and maintain all safety or personal protective equipment that they have.
- Immediately report all workplace incidents to their supervisor.
- Report all workplace safety concerns or near-misses to their supervisor or through the safety suggestion/near-miss reporting process.
- Participate in all required agency safety training and education efforts.
- Self-disclose via ESS of any personal circumstances that will cause a need for personal assistance in the event of an emergency evacuation.