



**POLICY AND PROCEDURE**

Date: October 9, 2012

**SUBJECT:** SAFETY PROGRAM

**POLICY:** It is the policy of the Forest Resources Division (FRD) to provide and maintain the safest possible level of operation for employees and for the visiting public. FRD will comply with the Michigan Occupational, Safety and Health Standards. Daily operations will be in compliance with applicable standards from the American National Standards Institute, (A.N.S.I) and the regulations issued by the Michigan Department of Licensing and Regulatory Affairs (LARA), Michigan Occupational Safety and Health Administration (MIOSHA). Every employee has this primary responsibility, and is responsible for following safety laws and rules in work practices.

**PURPOSE:** The safety of employees and the public that use state land must be the first consideration in our daily operational procedures. All levels of employees have a primary responsibility for the safety and well being of themselves and co-workers. This responsibility can be met only by working continuously to promote safe work practices among all employees and to maintain property and equipment in a safe operating condition.

**RELATED PROCEDURES:**

- DNR Employee Handbook, [21.21.60](#)
- Hazard Communication Program, [Hazard Communication Program \(Right-to-Know Legislation\)](#) (#122)
- Use of Respirators, [Use of Respirators](#) (#123)
- Explosives Handling, [Explosives Handling](#) (#124)
- Personal Protective Equipment for Fire Management, [Personal Protective Equipment for Fire Management](#) (#133)
- Physical Fitness Standards, [Physical Fitness Standards](#) (#161)
- Safe Suppression of Powerline and Energized Area Fires, [Pesticide Use](#) (#592)
- Pesticide Use, [Equipment Preparation and Operation](#) (#621)
- Equipment Preparation and Operation, and [Powered Industrial Trucks](#) (#626)
- DNR, Personnel Manual, [DNR Personnel Manual](#), Chapter 18
- Workers Compensation and Safety Program, Chapter 19

WHO	DOES WHAT
CHIEF FOREST RESOURCES	<ol style="list-style-type: none"> <li>1. Direct the preparation and implementation of a Safety Program for all lands and facilities administered by the FRD. This program shall include measures to provide for the safety of the public using those lands and facilities, as well as the employees of the FRD.</li> </ol>
DIVISION SAFETY COMMITTEE	<ol style="list-style-type: none"> <li>1. Draft statewide safety objectives for each fiscal year for FRD employees for review and approval of the Management Team. These objectives are to be based on the applicable legal and voluntary codes, rules and standards, as well as needs identified by accident reports, the DNR Safety Coordinator, and FRD management.</li> <li>2. Solicit safety issues or problems from FRD staff for resolution or further discussion.</li> <li>3. Share meeting minutes with all FRD employees.</li> </ol>
FRD MANAGEMENT TEAM	<ol style="list-style-type: none"> <li>1. Nominate field representatives to the FRD Safety Committee.</li> </ol>
MANAGER OR SUPERVISOR	<ol style="list-style-type: none"> <li>1. Ensure all new employees are provided on-the-job safety orientation and training in a timely manner.</li> <li>2. Perform safety inspections as necessary to identify potential hazards covering both the employee and the visiting public and taking corrective action where needed.</li> <li>3. Ensure every accident or hazard is properly investigated and the cause addressed.</li> <li>4. Report all serious accidents or fatalities to the FRD Safety Officer by telephone and Incident Report (Public incidents on Form R1004E <a href="#">PUBLIC INCIDENT REPORT</a> and employee accidents on the State of Michigan Worker's Compensation Claim Form posted on the Disability Management Office (DMO) website: <a href="http://www.michigan.gov/dmo">www.michigan.gov/dmo</a>).</li> </ol>

<p>MANAGER OR SUPERVISOR con't.</p>	<ol style="list-style-type: none"> <li>5. Conduct and document safety meetings as needed for all staff.</li> <li>6. Assure a safe work place, safe procedures, are provided for each employee, and assure the employee has been properly trained to safely perform their assigned duties.</li> <li>7. Monitor work conditions and the work environment to ensure compliance with safety and health standards as required by laws, rules, and polices.</li> <li>8. Assure employees are provided with required Personal Protection Equipment (PPE) and have been trained for proper use in accordance with DNR Personnel Policy 21.19.05 <a href="#">Safety Program-Personal Protective Equipment Policy</a> – Safety Program – PPE Policy – <a href="#">Personal Protective Equipment for Fire Management</a> .</li> <li>9. Report all accidents/injuries and close call incidents to the FRD Safety Officer and document as required.</li> <li>10. Submit forms required for accident report(s) in compliance with DNR procedures for employees in their area of assignment.</li> <li>11. Investigate every accident/hazard promptly in area of assignment following through to abate the causes.</li> <li>12. Maintain safety records, inspection reports, and investigation reports as required by law or DNR/FRD policies.</li> </ol>
<p>EMPLOYEE</p>	<ol style="list-style-type: none"> <li>1. Accept safety as a personal responsibility and be aware of the safety of other employees and the public by following operational guidelines as established by FRD. Be aware that failure to comply with operational safety guidelines may be considered grounds for disciplinary action.</li> <li>2. Become knowledgeable of the various safety laws, rules, and policies pertaining to daily operations in their assigned work area.</li> <li>3. Become familiar with the conditions and safety operations of any type of equipment they are required to operate.</li> <li>4. Wear protective clothing and PPE provided to comply with the safety standards, as specified in DNR Personnel Policy 21.19.05 <a href="#">Safety Program-Personal Protective Equipment Policy</a> .</li> <li>5. Report all accidents and injuries, including suspected job illnesses or diseases, to immediate supervisor immediately after detection.</li> <li>6. Report unsafe conditions and procedures to the immediate supervisor. Report and address and/or mitigate any near misses to the Safety Officer on Form PR7203 <a href="#">NEAR MISS SAFETY HAZARD REPORT (previous no: PR-1079)</a>.</li> <li>7. Forward safety recommendations to the appropriate supervisor.</li> </ol>
	<p>SPECIFIC PROCEDURES</p>
	<p>PERSONAL PROTECTIVE EQUIPMENT</p>
<p>MANAGER OR SUPERVISOR</p>	<ol style="list-style-type: none"> <li>1. Provide and ensure that employees use PPE as required in their daily work.</li> </ol>
	<p>ACCIDENT AND INCIDENT REPORTING</p>
<p>EMPLOYEE</p>	<ol style="list-style-type: none"> <li>1. Complete “State of Michigan Worker’s Compensation Claim Form” which is required for all on the job injuries and provide to supervisor along with DNR Form R4005 <a href="#">EMPLOYEE ACCIDENT REPORT CHECKLIST</a> – Employee Accident Report Checklist.</li> <li>2. Fill out employee portion of the Health Care Provider’s Statement and Employee Physical Demands Report (DNR PR7401 <a href="#">HEALTH CARE PROVIDER CERTIFICATION - WORKERS COMP.- NON FMLA</a> and PR7402 (<a href="#">EMPLOY. PHYSIC. DEMANDS (FOR HEALTH CARE PROVIDER CERTIFICATION) (previous No: R1089-1)</a>) and have health care provider fill out their portion of these forms. Provide completed forms to supervisor.</li> </ol>
<p>MANAGER OR SUPERVISOR</p>	<ol style="list-style-type: none"> <li>1. Complete Supervisor’s Investigatory Report (DNR Form R7201 (<a href="#">SUPERVISOR’S INVESTIGATORY REPORT (previous no: R-1099)</a>): Required for all on-the-job injuries and forward to Safety Officer and Disability Management Office (DMO) within three (3) days of work injury or illness.</li> </ol>

	2. Contact Personnel Liaison to determine if a modified work assignment is available if employee has any work restrictions.
SAFETY OFFICER	<ol style="list-style-type: none"> <li>1. Receive reports from employees/supervisors and share with FRD Personnel Liaison as needed.</li> <li>2. Ensure all forms are filled out properly and the required signatures are present.</li> <li>3. Route the report through the FRD Assistant Chief.</li> <li>4. Prepare a summary of all reports for the FRD Safety Committee.</li> </ol>
SAFETY COMMITTEE	<ol style="list-style-type: none"> <li>1. Review all accident reports annually to determine if further safety training or actions are needed.</li> <li>2. Make recommendations about ongoing safety concerns related to the incidence of accident reports to Management Team's Safety Liaison. Recommend future training needs or mitigation.</li> </ol>
<b>MOTOR VEHICLE ACCIDENTS</b>	
EMPLOYEE WHO HAS A CDL	<ol style="list-style-type: none"> <li>1. Any motor vehicle accident involving a Commercial Drivers License (CDL) driver requires the CDL driver undergo drug and alcohol testing if the following circumstances are true: <ol style="list-style-type: none"> <li>a. there is a fatality; or</li> <li>b. a citation is issued to the CDL driver for a moving traffic violation, and either <ol style="list-style-type: none"> <li>o someone immediately receives medical treatment away from the scene or</li> <li>o the vehicle is towed from the scene.</li> </ol> </li> </ol> </li> <li>2. The CDL driver immediately notifies their supervisor of any accident, after seeking medical attention or rendering assistance to others at the scene. The supervisor must be notified whether the employee is on work time or on personal time. The CDL driver must be available for immediate drug and alcohol testing either performed by the attending law enforcement officer or a local clinic, in accordance with DNR Personnel Policy <a href="#">21.19.04</a> – Commercial Driver's License (CDL) – Drug and Alcohol Testing Program.</li> </ol>
EMPLOYEE WITHOUT CDL	<ol style="list-style-type: none"> <li>1. Follow instructions on the Vehicle Damage Report Pamphlet in the vehicle's glove compartment.</li> </ol>
<b>HAZARD COMMUNICATION PLAN</b>	
UNIT MANAGER/ FACILITY MANAGER	<ol style="list-style-type: none"> <li>1. Shall ensure all hazardous materials on site have the associated Material Safety Data Sheet (MSDS) in a format readily accessible to employees who may come into contact with them, and employees are fully aware of both the materials and the location of the MSDS information.</li> <li>2. Shall ensure required posters are posted in an area frequented by employees.</li> <li>3. Shall ensure the labeling of containers, and a written hazard communication plan complies with FRD <a href="#">Hazard Communication Program (Right-to-Know Legislation)</a> (#122), and relevant Federal and State laws.</li> </ol>
<b>FIRST AID AND CARDIOPULMONARY RESUSCITATION</b>	
MANAGER OR SUPERVISOR	Training officer shall ensure employees receive the opportunity to obtain First Aid and Cardiopulmonary Resuscitation (CPR/AED) training if requested and/or before their certifications expire.
<b>FIRST AID KITS AND SUPPLIES</b>	
SAFETY OFFICER	<ol style="list-style-type: none"> <li>1. Ensure First Aid Kits are provided to all work stations.</li> </ol>
EMPLOYEE	<ol style="list-style-type: none"> <li>1. Chain saw operators shall have a First Aid Kit on-site and readily available.</li> <li>2. Operators of work trucks, heavy trucks, and fire equipment are responsible for having the proper First Aid Kits in these vehicles.</li> <li>3. Employees applying pesticides shall have a First Aid Kit on-site and readily available.</li> </ol>
<b>BLOODBORNE PATHOGENS, RABIES, ANIMAL BITES, AND INSECT BORNE DISEASES</b>	
MANAGER OR SUPERVISOR	<ol style="list-style-type: none"> <li>1. Ensure information and training regarding blood borne pathogens shall be provided according to MIOSHA standards. All field employees shall sign off that they have received this training.</li> <li>2. Ensure information and training regarding rabies, animal bites, and insect borne diseases are provided to employees consistent with DNR policy.</li> </ol>