



NEW EMPLOYEE SAFETY HANDBOOK



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Introduction

Employee safety is our top priority in all Montana State Government agencies. We care about your safety and providing you with a safe working environment.

We understand that you may not be able to take in all the information during the new employee safety orientation presentation, so we have produced this booklet for you.

This covers the information in the presentation along with the safety contact details for each agency.

Employer Responsibilities -The Montana Safety Culture Act

In Montana, our state agencies comply with the Montana Safety Culture Act.

- The act defines the requirements of a Safety & Health program for state government.
- The Montana Department of Labor and Industry who regulates public employer safety, by rule, have adopted the Occupational Safety and Health Administration statutes. Commonly referred to as the OSHA standards.

- To achieve compliance with the Montana Safety Culture Act and OSHA standards, we work together and are committed to involving our workforce in safety.

Safety is everyone's responsibility.

Keep Safe

To help us fulfill our responsibilities to our employees and to keep you safe, we:

- implement safety programs.
- communicate and work together to prevent injuries.
- create safety committees to represent all employees.
- raise safety awareness to develop an appreciation of workplace safety.

We will provide

As your employer, we will provide you with safety information and training. We will help you to understand where the hazards are and how to assess the risk to prevent injuries to yourself and others.

- we will ensure provisions are in place to provide safely maintained equipment.
- we will provide a safe workplace where reporting procedures, inspections, and incident investigations take place.

What we would like you to do

As part of our workforce, we would like you to:

- listen, participate and put to practice the safety information and training we give you.
- act in a safe manner protecting yourself and others from injury.
- report anything you think or know to be unsafe to your supervisor or safety person.
- do not assume someone has already reported the unsafe condition.

If you have been injured or feel you have an occupational disease related to your work, please report it to your supervisor as soon as possible.

Supervisors

As a supervisor you are essential to creating and maintaining a safety culture. To help us achieve this we expect you to:

- listen to employee safety concerns and work together to resolve them.
- if you are unable to resolve a safety concern, escalate the matter to your supervisor and your agency safety manager. Seek immediate resolution and do not continue unsafe work until the issue is resolved.
- ensure all equipment is maintained and in safe working condition.
- ensure safety equipment is easily available and accessible to employees.
- ensure time is given for employees to attend/access safety training
- give employees feedback and direction to correct safety concerns or unsafe behavior. Praise safe work and behavior.

Communication, trust, feedback and praising safe behavior are key to building a strong safety culture.

Active Role in Safety

If you would like to take a more active role in ensuring a safe workplace and culture exists:

- ask to become a member of your agency safety committee.
- become first aid/CPR certified.
- ask to become a member of your agency building emergency action team.



“A culture of safety is a journey, not a destination. It requires our continued and constant diligence”

Rear Adm. Terry J. Moulton

Hazard Awareness

There are many hazards in the workplace. To understand where they are you first need to understand what a hazard is:

A hazard is something with the potential to cause loss, harm or damage. Something with the potential to injure us. Hazards generally fall into 6 broad groups.

- Mechanical – such as the moving parts of a machine.
- Physical – such as scaffolding, ladders, or unsafe tools for the job.
- Chemical – such as a corrosive substance.
- Environmental –such as a flood or fire.
- Biological - such as a bacteria or blood.
- Organizational – such as a poor inspection and investigation program.

Not all hazards are easy to identify. Some are less obvious hazards such as:

- Noise
- Dust
- Vibration
- And even poor posture

When assessing a hazard, we must first ask ourselves.... “How can we eliminate this hazard?”

Risk Awareness

We have established what a hazard is. But what can we do to prevent the hazard from causing an injury or loss? We can reduce the risk of an injury to ourselves or others in many ways.

- Risk is the chance or likelihood of losing something of value and how severe that loss may be.

If it is not possible to eliminate a hazard, then we must reduce the chance of an injury or loss.

For example;

- if you overload a forklift, the hazard is the overloaded forklift.
- the risk is the chance the load will fall causing an injury or loss.
- the corrective action is to load fewer packages or secure the load.

By taking these actions we are controlling the risk.

- We first ask, "Can we eliminate the hazard?"
- If not, then we must ask "Can we control the risk and reduce the chance of an injury?"

Reporting Safety Concerns

There are several ways to report a workplace hazard.

If you know there is a hazard in your workplace or you have a safety concern, report it to:

- A Supervisor.
- Your agency Safety manager.
- Your Human Resources department.
- A Safety committee member.

Emergency & Injury Reporting

If you are in an emergency:

- Remain calm and **call 911**. You do not need permission to call 911.

If you do not have access to a phone shout for help or use any means possible to get attention. Do not put yourself in danger.

When talking to the emergency services, speak slowly and clearly. The sooner you relay the information to them the sooner they can dispatch help and assistance to you.

Key points they may need to know are:

- where are you?
- what has happened?
- who is involved or injured?
- when did it happen?
- how did it happen?

Have someone greet emergency services when they arrive. They may not know their way around your site or location.

If you are unsure about calling emergency services.... **Make the Call.**

Fire

Each agency has an Emergency Action Plan (EAP). Within the EAP, provisions are made for emergency evacuation of the building.

The evacuation will be controlled by the Buildings Emergency Action Team or BEAT team.

Your BEAT team will assist in ensuring the building is evacuated in a timely manner.

If you see fire or smell smoke, **Pull the Fire alarm.**

Fire alarms are located at every entry/exit on each floor.

- Leave the building immediately through the nearest safe exit.
- Do not stop to pick up your belongings.
- Do not attempt to extinguish the fire yourself.

Always be aware of where your nearest escape route is in case of emergency. Most people will exit the way they entered.

Earthquake

Every year we hold an earthquake and building evacuation drill called “the great shakeout”. The drill is held on October 17th at 10:17am. If an earthquake occurs - **DROP, COVER and HOLD.**

- **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and allows you to stay low and crawl to shelter.
- **COVER** your head and neck with one arm and hand.
 - If a sturdy table or desk is nearby, crawl underneath it for shelter.
 - If no shelter is nearby, crawl next to an interior wall (away from windows)
 - Stay on your knees; bend over to protect vital organs.
- **HOLD ON** until the shaking stops.
 - Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
 - No shelter: hold on to your head and neck with both arms and hands.

Active Shooter

The current protocol being implemented across the nation for response to an active shooter is **RUN, HIDE, FIGHT.**

- **Run** - Have an escape route and plan in mind. Leave your belongings behind and keep your hands visible.
- **Hide** - Hide in an area out of the active shooter’s view.
 - Lock the door and block entry to your hiding place with chairs, desks, tables, etc.

- **Fight** - As a last resort and only when your life is in imminent danger, attempt to incapacitate the active shooter. Act with extreme physical aggression throwing items at the active shooter while attempting to take them down and incapacitate them.

If you are injured.

Report the injury as soon as possible to your supervisor (within 24 hours).

Your supervisor will complete a First Report of Injury with you. Please give as much information as possible about the incident to your supervisor. What happened? How did it happen? etc.

If you are a supervisor and unsure how to complete the form, please contact your safety manager/office or HR for assistance.

Workers Compensation Insurer

We take your safety seriously. We put programs in place to protect you and provide a safe workplace. If you are injured, we have workers' compensation insurance.

Our workers' compensation insurance is provided by Montana State Fund. Located in Helena.

The first report of injury claim will be filed with our insurer. A claims examiner will process your claim and determine claim liability. The claim examiner will be one of your main points of contact throughout the claim process. Your agency also has a safety manager. Your agency safety manager and your supervisor are also important contacts for you.

Worker Compensation Management Bureau

Montana State Government has the Workers' Compensation Management Bureau (WCMB) at the Department of Administration. WCMB manages all workers' compensation insurance issues including policy, injury and safety management for all state agencies.

WCMB works closely with state agencies to assist and support them in preventing injuries to employees and managing the workers' compensation claim and return to work process. We value the hard work and commitment shown by all state employees and want to ensure they are not injured while at work.

We also want to ensure if an employee is injured, the claim, and if needed, the return to work process is a consistent and transparent process.

If you have any questions about workers' compensation insurance, claims process, return to work or safety and health, please contact us. You can find us on the Department of Administrations website under Healthcare & Benefits.

Department of Labor & Industry

The Department of Labor and Industry provides regulatory oversight of workers' compensation insurance in Montana. They also provide services to Montana employers and employees on the workers' compensation system in Montana including the Montana Safety Culture Act and OSHA compliance and consultation.

If you have any questions or are not sure who to talk to or where to go, the Department of Labor and Industry can help direct you where you need to be.

Useful Contacts

Agency Safety Contacts

| | | |
|---|--------------------|--------------|
| Department of Administration | Kirby Fugle | 406-444-4162 |
| Public Employees Retirement | Kirby Fugle | 406-444-4162 |
| Teachers Retirement System | Kirby Fugle | 406-444-4162 |
| Department of Agriculture | Lindra Davies | 406-444-3144 |
| Arts Council | Jennifer Alger | 406-444-6489 |
| Department of Commerce | Penny Fassett | 406-841-2718 |
| Consumer Counsel | Olivia Tooley | |
| Dept. of Corrections | Skyler Macdonald | 406-846-1320 |
| Dept. of Environmental Quality | Larry Alheim | 406-444-5382 |
| Dept. of Health & Human Services | Joe McAnally | 406-444-1544 |
| Fish Wildlife & Parks | Carol Fah | 406-444-4657 |
| Governor's Office | Errolyn Lantz | 406-444-5518 |
| Historical Society | Jerry McGee | 406-444-4693 |
| Judicial Branch | Derek Shepherd | 406-444-2982 |
| Dept. of Justice | Terri Christianson | 406-444-3093 |
| Dept. of Labor & industry | Jake Sandau | 406-444-6595 |
| Legislative Branch | Lenore Adams | 406-444-4456 |
| State Library | Marlys Stark | 406-444-3384 |
| Dept. of Livestock | Ray Pellen | 406-444-5819 |
| Military Affairs | Jerry Macaraeg | |
| Office of Public Instruction | Kristy Schaan | 406-444-2673 |
| Office of Public State Defender | Barb Kain | 406-444-9545 |
| Board of Public Education | Julie Balsam | 406-444-6576 |
| Public Service commission | Mandi Hinman | 406-444-6175 |
| Dept of Revenue | Brett Boutin | 406-444-2668 |
| School for the Deaf & Blind | Shirley Wermling | 406-771-6007 |
| Secretary of State | Mark Carpenter | 406-444-0698 |
| State Auditor | Daniel Judge | 406-444-3469 |
| Dept. of Transportation | Rob Virts | 406-444-7673 |
| Montana State Fund | Stephanie Grover | 406-495-5461 |
| Dept. of Natural Resources & Conservation | Paige Tabor | 406-444-2079 |

GO HOME SAFE



Workers Compensation Management Bureau

| | | |
|-------------------------|-----------------|--------------|
| Bureau Chief | Lance Zanto | 406-444-5689 |
| Safety & Health Officer | Lisa Brooks | 406-439-0122 |
| Return to Work Officer | Mathew Chambers | 406-444-7016 |

Workers Compensation Insurance provider

| | | |
|--------------------|-----------------------|--------------|
| Montana State Fund | Customer Service Desk | 800-332-6102 |
|--------------------|-----------------------|--------------|

Department of Labor & Industry

| | | |
|-----------------------------|-------------------------|--------------|
| Workers Compensation Claims | Jason Swant | 406-444-6451 |
| Safety Consultation | Request a consultation | 406-494-0324 |
| Compliance | Report a safety concern | 406-444-6401 |

Human Resources

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|-----------------------|-------------|--------------|
| State Human Resources | Information | 406-444-0703 |
|-----------------------|-------------|--------------|

State Continuity & Emergency Management

| | | |
|---------------------------------|------------|--------------|
| Building Emergency Action Teams | Tom Munsey | 406-444-1462 |
|---------------------------------|------------|--------------|



Safety is **EVERYONES RESPONSIBILITY**