



DEPARTMENT OF CONSERVATION AND ENERGY (C&E) ASSIGNMENT OF RESPONSIBILITIES

All C&E employees have an assigned responsibility for implementing the Loss Prevention/Safety program. Those responsibilities are listed below by role:

I. DEPARTMENT SECRETARY / AGENCY HEADS

- A. Has full responsibility for implementation of the Safety Program;
- B. Authorizes necessary expenditures;
- C. Approves safety policies;
- D. Participates in safety program and attends 100% of quarterly safety meetings.

II. SAFETY COORDINATOR / ASSISTANT COORDINATOR

- A. With the Assistant Coordinator, has full responsibility for the overall safety program;
- B. Has direct access to Department Secretary;
- C. Communicates with and demonstrates leadership to all safety officers and floor wardens;
- D. Provides help and support in development of Departmental safety programs and policies;
- E. Responsible for annual safety audits/compliance reviews;
- F. Responsible for dissemination of quarterly safety meetings and ensures sufficient attendance thereat to satisfy ORM requirements;
- G. Completes the driver authorization and annual recertification processes, and maintains driver list accordingly;
- H. Maintains list of C&E LaSalle Building Floor Wardens and submits updated list, as revisions occur, to OSB Safety Risk Agency Manager;
- I. Conducts quarterly Safety Inspections for at least one floor within the LaSalle building at random and submits inspection forms to the designated floor warden with feedback and advisement of any safety issues identified which need immediate corrective action.
- J. Accepts reports of workers' compensation incidents/accidents and submits to ORM via the Claim Capture system;
- K. Accepts reports of workers' compensation incidents/accidents and submits to ORM via the Claim Capture system;
- L. Facilitates proper time administration and leave buyback for employees unable to work due to a workers' compensation injury;
- M. Completes required DA-4000 forms each month for purposes of reporting workers' compensation injuries that resulted in lost time and remits to the Safety Coordinator/Assistant Coordinator for retention.

III. SAFETY OFFICERS – District Offices

- A. Responsible for implementation of Department's Safety Program at a district office;
- B. Has direct access to Safety Coordinator/Assistant Coordinator and Department Secretary;
- C. Responsible for annual safety audits/compliance reviews for district office;
- D. Conducts quarterly safety inspections and submits the inspection forms to Safety Coordinator/Assistant Coordinator as well as retains records thereof for audit purposes;
- E. Ensures that all employees are familiar with emergency evacuation procedures and are shown the exits and assembly areas;
- F. Creates, and revises in a timely manner as changes occur, a list of all employees in their designated area for purposes of roll call during an evacuation (see below).



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- G. Creates, and revises in a timely manner as changes occur, a list of employees who will shelter in place during an evacuation due to physical challenges and in which stairwell they will await assistance. Distributes list to the Safety Coordinator and OSB Safety Risk Agency Manager.
- H. During an evacuation, responsible for:
 - Ensuring that all employees in their assigned area have evacuated the building;
 - Calling the roll to account for employees assigned to their area;
 - Holding up designated sign to identify section and evacuation status. The color designations for the sign are: **Green** = everyone is accounted for; **Yellow** = employee who has evacuated is ok, but there are still physically-challenged employees in the building that need assistance; and **Red** = someone is missing or there is a medical emergency;
- I. Responsible for maintaining, inventorying, and restocking First Aid kits, as needed.

IV. FLOOR WARDENS

- A. Responsible for implementation of Department's Safety Program for an assigned area within the LaSalle building;
- B. Conducts quarterly safety inspections and submits inspection forms to Safety Coordinator/Assistant Coordinator;
- C. Ensures that all employees are familiar with emergency evacuation procedures and are shown the exits and assembly areas;
- D. Creates, and revises in a timely manner as changes occur, a list of all employees in their designated area for purposes of roll call during an evacuation (see below).
- E. Creates, and revises in a timely manner as changes occur, a list of employees who will shelter in place during an evacuation due to physical challenges and in which stairwell they will await assistance. Distributes list to the Safety Coordinator and OSB Safety Risk Agency Manager.
- F. During an evacuation, responsible for:
 - i. Ensuring that all employees in their assigned area have evacuated the building;
 - ii. Calling the roll to account for employees assigned to their area;
 - iii. Holding up designated sign to identify section and evacuation status. The color designations for the sign are: **Green** = everyone is accounted for; **Yellow** = employee who has evacuated is ok, but there are still physically-challenged employees in the building that need assistance; and **Red** = someone is missing or there is a medical emergency;
- G. Responsible for maintaining, inventorying, and restocking First Aid kits, as needed.

V. HUMAN RESOURCES MANAGER / DIRECTOR

- A. Ensures employees are provided information regarding and instructed to complete mandatory safety training as follows:
 - Defensive Driving – upon hire and every 3 years thereafter; and,
 - Blood Borne Pathogens (BBP) - upon hire and every 5 years thereafter.
- B. Ensures new hires are electronically provided access to the Loss Prevention Safety Manual, as well as the following components thereof, as part of their Onboarding process:
 - Management Policy Statement;
 - Assignment of Responsibilities;
 - Safety Rules; and,
 - Blood Borne Pathogens (BBP).



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VI. PHYSICALLY-CHALLENGED EMPLOYEES

- A. Upon hearing an alarm, physically-challenged employees are to proceed to the exit stairwell (seeking assistance from other evacuating employees as needed);
- B. Physically-challenged employees are to wait in the stairwell for assistance from emergency rescue personnel. **The stairwells are two-hour rated areas.**

VII. SUPERVISORS

- A. Inspects work area;
- B. Trains employees to work safely;
- C. Reports and investigates accidents within 24 hours of occurrence via completion of the appropriate forms:
 - DA2000 Form (for Employee): Submit to Human Resources Manager/Director;
 - DA3000 Form (for Visitor): Submit to Human Resources Manager/Director;
 - DA2041 (for Vehicular Accident): Submit to Safety Coordinator/Assistant Coordinator.
- D. Reports unsafe conditions to Safety Coordinator/Assistant Coordinator.

VIII. ALL EMPLOYEES

- A. Work in accordance with accepted safety practices and make suggestions to improve safety;
- B. Report unsafe conditions and practices to Safety Coordinator/Assistant Coordinator by email (in lieu of a hazard control log);
- C. Report accident/incidents to Human Resources Manager and Director by completion/submission of a DA-2000 form;
- D. Attend all quarterly safety meetings within one week of receiving the e-mail;
- E. Complete all training, as required by HR Policy No. 6, no later than prescribed deadline(s);
- F. Comply with Department safety rules and policies;
- G. Know where fire exits, fire extinguishers and manual pull stations are located;
- H. Practice good housekeeping and maintain a safe environment in your work area;
- I. If you are physically unable (even temporarily) to evacuate the building in the event of a drill or emergency, notify your Floor Warden;
- J. Refrain from the use of tobacco products in or on C&E owned, leased or occupied premises, in accordance with C&E's tobacco-free workplace policy.