

 <b>PA TURNPIKE COMMISSION POLICY</b> <i>This is a statement of official Pennsylvania Turnpike Policy</i>		<b>NUMBER:</b> 5.05
		<b>APPROVAL DATE:</b> 10-17-2000
<b>POLICY SUBJECT:</b> Workplace Safety and Health	<b>RESPONSIBLE DEPARTMENT:</b> Human Resources	<b>EFFECTIVE DATE:</b> 11-02-2000
		<b>REVISED DATE:</b> 03-20-2018

**A. PURPOSE:**

The purpose of this Policy is to outline the procedures to be followed to promote the safety and health of employees of the Pennsylvania Turnpike Commission (PTC). The Employee Safety Unit within the Human Resources Department (Safety Unit) is charged with the responsibility to establish a framework of programs that foster a culture of maintaining a safe and healthy working environment, which results in a decrease of workplace injuries.

This Policy provides general guidance to all employees to address program requirements of a successful workplace safety and health program such that:

- Employees witnessing unsafe/unhealthy conditions immediately report the unsafe/unhealthy condition to a supervisor;
- Safe working practices are incorporated into all work operations;
- All employees are required to follow safe work practices;
- Safety procedures are developed and implemented in a consistent manner and in compliance with all Commission policies, procedures and directives and with all other applicable laws including, but not limited to, those referred to in the Accident and Illness Prevention Program (AIPP) protocols;
- Safety training is provided to all employees;
- Reports of unsafe or unhealthy conditions or work practices will be promptly addressed; and
- An annual review of all policies and procedures will be conducted to assess performance and recommend improvements.

**B. SCOPE:**

This Policy applies to all PTC employees.

**C. GENERAL POLICY:**

The PTC is committed to providing a safe and healthy work environment and improving productivity through accident and injury prevention programs.

All employees are expected to share in the commitment to safety and health. The prime responsibility for the safety and health of our employees rests with all employees, including all levels of management. Managers shall promote an effective and efficient safety and health program structured to eliminate and/or reduce injuries to employees as well as reduce the loss of materials and equipment. Employees shall be responsible to:

- Know and adhere to established safety procedures;
- Properly utilize and maintain all Commission equipment provided and/or required personal protective equipment;
- Report all unsafe acts or conditions immediately to a supervisor; and
- Participate in all required safety training and education.

This policy is to promote a workplace free from recognizable and correctable hazards.

In addition to complying with applicable Federal, State and Local laws, the PTC must also meet the requirements of the Accident and Illness Prevention Program (AIPP). The PTC seeks to promote a culture of safety which will result in a safer work environment and reduce the losses associated with workplace injuries.

#### **D. DEFINITIONS:**

Accident and Illness Prevention Program (AIPP) - The program elements and protocols required of a Workplace Safety and Health Program, as set forth by the *Workers' Compensation Act, Article X and 34 PA Code Chapter 129*.

Applicable Federal, State, and Local Laws – Any act of Congress, State statute, and/or any local ordinances that apply to the safety and welfare of an employee of the PTC.

Employee - Any person who receives compensation from the PTC on an hourly, daily or annual wage basis. This definition includes full time, part time or probationary basis.

Employee Safety and Health Program – Plan of action designed to create a safe workplace and reduce accidents and occupational diseases as defined and/or revised by the Safety Unit.

#### **E. PROCEDURES:**

The Safety Unit shall provide a framework for PTC workplace safety and health programs that will result in a safer workplace environment and contribute to a reduction of employee injuries, as well as a decrease in the loss of PTC materials and equipment. The Safety Unit shall work with each PTC Department to develop, implement, and maintain a compliant and effective Employee Safety and Health Program.

The Safety Unit is responsible for the development and maintenance of the employee safety and health programs and the manuals generated in accordance with those programs. The Safety Unit is also responsible for ensuring compliance with all Federal, State and local laws, including, but not limited to, the requirements of the AIPP program.

The Safety Unit shall evaluate the effectiveness of the Employee Safety and Health Program at least annually to ensure compliance, identify opportunities for improvements, and update procedures as necessary.

**F. DISCIPLINARY ACTION:**

There are certain acts that will give rise to corrective action which could result in disciplinary action, up to and including termination. Union employees will be disciplined according to the applicable Collective Bargaining Agreement or Memorandum of Understanding.

*This Policy Letter supersedes all previous Policy Letters on this subject.*