

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT



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LOSS PREVENTION SAFETY MANUAL

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ACKNOWLEDGEMENT

I acknowledge receipt of the Louisiana Department of Transportation and Development's Loss Prevention Manual. I also understand that it is my responsibility to know, understand and follow these safe operating procedures in my daily work activities.

(Print name)

(Signature)

(Date)

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SECTION 100 GENERAL SAFETY

101. OVERVIEW

Louisiana Revised Statute, Title 39, Section 1543-44 (February 20, 1989), requires state agencies to adopt a comprehensive Safety and Loss Prevention Plan.

- A. The General Safety Section of this manual provides detailed instructions for implementing safety issues such as hazard or risk control, safety inspections, accident investigations, job safety analysis (JSA), emergency preparedness, site security, safety training and first aid record keeping.
- B. The concept of DOTD's Loss Prevention Program is to reduce, control and eliminate the risks of conducting state business. The ultimate goal is to maintain a safe work environment and create a high level of awareness of safe operating practices. Additionally, the program aims to prevent property damage and incidents/accidents that could cause injury or death to employees or the public.
- C. The frequency and severity of losses may be significantly reduced by taking the following proactive measures:
 - 1. Train employees at all levels to perform their duties in a safe manner.
 - 2. Identify and analyze all risk exposures.
 - 3. Implement remedial action(s) to remove or reduce exposures.
 - 4. Implement corrective action(s) in a timely manner.
 - 5. Periodically inspect and monitor compliance.
- D. DOTD's efforts to promote and support its Loss Prevention Programs may be beneficial in many ways, including:
 - 1. Increasing productivity of employees by providing a safe work environment.
 - 2. Reducing incidents/accidents may directly affect insurance premiums, worker's compensation rates, loss of employee services, rehiring and overtime.
 - 3. Providing preventative maintenance or adjustments that prevent security breaches, significant and costly building/equipment repairs and replacements.

102. RESPONSIBILITY

ALL EMPLOYEES SHALL COMPLY WITH ALL SAFETY RULES AND REGULATIONS

- A. The Secretary of the Louisiana Department of Transportation and Development is responsible for assigning safety and loss prevention responsibility and for providing broad program direction.
- B. The Assistant Secretary of Operations is administratively responsible for the implementation of the DOTD Loss Prevention Program.
- C. The Executive Directors, District Administrators and Section Heads are responsible for the safety of their employees and ensuring compliance with the DOTD Loss Prevention Program and the Office of Risk Management (ORM) audit or compliance review.
- D. Management or Supervisory Employees in each DOTD operating unit are responsible and accountable for the safety of their employees and ensuring compliance with the DOTD Loss Prevention Program. Additional responsibilities include:

1. Communicate to employees, safe working practices and safety rules on a consistent basis.
 2. Ensure that employees know the safe operating procedures for their work through in-service or technical training and understand how to correct unsafe actions and conditions.
 3. Ensure safe working conditions for employees.
 4. Ensure prompt treatment for injured employees.
 5. Report all incidents/accidents to the Loss Prevention DOTD Program Specialist and the Appointing Authority or his/her designee.
 6. Investigate all incidents/accidents and correct the root causes with assistance from the Loss Prevention DOTD Program Specialists.
 7. **Shall not** order, direct or coerce any employee to commit an unsafe act or enter into a condition.
 8. **Shall** ensure that employees wear the appropriate clothing, footwear and Personal Protective Equipment for the job they perform.
 9. Ensure that all employees are provided with and properly trained to use Personal Protective Equipment (PPE) for the work they perform and ensure that all PPE is maintained or replaced as necessary.
 10. Schedule and conduct employee safety meetings.
 11. Serve as a member, if selected, on their Loss Prevention Committee.
- E. The Loss Prevention DOTD Program Director is assigned the functional responsibility for the DOTD Loss Prevention Program, development and/or recommendation of work policies, procedures and practices that may affect employee safety, monitoring loss prevention policy application and coordination of elements that compromise the Loss Prevention Programs of DOTD. He/she **shall** work with DOTD managers, supervisors, employees, ORM Loss Prevention Officers, and federal, state and local agencies to implement and maintain a comprehensive DOTD Loss Prevention Program.
- F. The DOTD Loss Prevention Section was established to develop and implement a Safety and Loss Prevention Program for the department and assist each operating unit in implementation. The Section provides assistance in the following areas:
1. Assists management in establishing site-specific safety policies, rules and priorities.
 2. Clarifies safety rules, procedures, and responsibilities for the Loss Prevention Committees.
 3. Establishes and maintains a positive level of employee safety awareness.
 4. Assists the Districts/Sections in order to maintain compliance with the department's Loss Prevention Policy and ORM's audit or compliance review requirements.
 5. Upon the request by the District/Section's Appointing Authority, preforms pre-audits to ensure compliance with ORM's audit or compliance review requirements and provide the results to the Appointing Authority.
- G. Employees
1. Employees **shall** be required to know and understand the safety rules and apply to the work they are performing.
 2. Employees are required to maintain a safe and efficient workplace within their District/Section.
 3. Each employee has the duty to correct, if possible, unsafe conditions or practices directly involving DOTD which could cause injury to any person or damage to property. When the

employee cannot correct the condition, he/she are obligated to highlight it in some manner to warn of the hazard and immediately report it to his/her supervisor.

4. Employee's assigned work, which they consider hazardous or could cause the destruction of equipment, **shall** bring the matter to the attention of the foreman or supervisor before starting such work and abide with subsequent instructions.
5. Employees **shall** request assistance and/or further explanation from a supervisor, if a task is unclear or seems unsafe.
6. Employees **shall** use reasonable care in the performance of their duties, assuring at all times maximum protection against incidents and/or accidents involving themselves, other employees, the public, DOTD property or the property of others.
7. Employees **shall not** at any time, during the performance of field operations, wear headphones, ear buds, etc.
8. It is the responsibility of all employees to properly use the safety equipment provided and to ensure that it is kept in proper working order. Equipment in unsafe condition **shall** be reported to the supervisor before use and then the employee **shall** abide by subsequent instructions.
9. Employees **shall** immediately notify their supervisor of an incident and/or accident and complete the appropriate incident/accident report and other related documents within 24 hours.
10. Employees **shall** ask for assistance, if necessary and available when:
 - a. Lifting heavy and/or bulky objects.
 - b. Moving and/or repositioning heavy loads (pushing and/or pulling).
 - c. Undertaking a task that may require additional assistance (e.g. holding something in position for inserting a pin or bolt).
11. Employees are accountable for unsafe act(s) performed in the course of their duties. Some examples of unsafe acts are listed in Appendix C of this manual.
12. Employees who do not comply with the specific provisions of this manual are subject to corrective discipline or discharge.

103. LOSS PREVENTION COMMITTEES

A. DOTD Loss Prevention Advisory Committee:

The DOTD Loss Prevention Advisory Committee **shall** be comprised of 10 members of DOTD management, subject to the approval of the Secretary. The Loss Prevention DOTD Program Director **shall** serve as an Advisor to the Committee. The Chairperson will assign a Recording Secretary for the Committee. A copy of the minutes from each DOTD Loss Prevention Advisory Committee Meeting will be forwarded to the Secretary for his/her review. A majority of membership shall constitute a quorum. The DOTD Loss Prevention Advisory **shall** meet annually or as needed.

1. Membership

- a. DOTD Chief Maintenance Engineer will serve the Chairperson.
- b. Three District Engineer Administrators or designated representatives.
- c. Procurement Director or designated representative.
- d. LTRC Training Director or designated representative.

- e. General Counsel or designated representative.
- f. Human Resources Director or designated representative.
- g. Assistant or Deputy Secretary of Operations.
- h. DOTD Internal Auditor or designated representative.

2. Term

- a. Each member shall serve for a period of three years. Members may be re-nominated to serve consecutive terms at the discretion of the Chairperson. No member **shall** serve more than two consecutive terms.

3. Duties and Functions

- a. Reviews, revises and recommends Safety and Loss Prevention Policies and Procedures to the DOTD Secretary for approval.
- b. Serves as an oversight committee for all District, Headquarters, and Loss Prevention Committees.
- c. Provides a forum for the resolution of interdepartmental disputes regarding DOTD's Loss Prevention Policies and Procedures.

B. Headquarters and District Loss Prevention Committees:

The number of periodic meetings scheduled and held for these committees **shall** conform to the requirements of ORM. The Loss Prevention Committees **shall** be comprised of an odd number of members between 5 and 9. The Loss Prevention Committees are to determine what caused an accident to occur. Was it due to an unsafe condition, unsafe action or a combination of these two elements? The cost of damage or the degree of the injury plays no part in making this determination. Once a determination is made as to the cause, it is the committee's duty to make a recommendation on what action, if any, needs to be taken to reduce the possibility of a reoccurrence of the accident. A majority of membership **shall** constitute a quorum.

1. Headquarters Loss Prevention Committee:

a. Membership (minimum requirements)

- One Headquarters Section Head
- Two supervisory personnel from different sections
- Two non-supervisory personnel from different sections

b. Term

- Chairperson - designated or elected by committee
- Other members – three year rotation

c. Staff

- The Headquarters Loss Prevention DOTD Program Specialists **shall** serve as an advisor to the Committee and review all incidents and/or accidents prior to the meeting.
- The Committee Chairperson **shall** designate a Recording Secretary from the Headquarters Sections who **shall** be responsible for data entry, committee recommendation letters and meeting minutes.
- The Committee Chairperson may be designated or elected by popular vote of the membership.

- The Loss Prevention DOTD Program Director and DOTD Program Supervisor **shall** be exempt from Loss Prevention Committee duties. However he/she may serve as the advisor in the absence of the Headquarters Loss Prevention DOTD Program Specialist.
2. District Loss Prevention Committees:
 - a. Membership (minimum requirements)
 - Two supervisory personnel from Construction, Maintenance, Design or Traffic
 - Two non-supervisory personnel from Construction, Maintenance, Design or Traffic
 - One member-at-large
 - b. Term
 - Committee members **shall** serve a three year term
 - c. Staff
 - The Loss Prevention DOTD Program Specialist assigned to that District **shall** serve as the advisor to the committee and review incidents and accidents prior to the committee meeting.
 - The Committee Chairperson **shall** designate a Recording Secretary from the District who **shall** be responsible for data entry, committee recommendation letters and meeting minutes.
 - The Committee Chairperson may be elected by majority vote of the membership or appointed at the direction of the District Administrator.
 3. Duties and Functions
 - a. Review all incident/accident reports and recommend appropriate action(s) to the Appointing Authority.
 - If, at the discretion of the Appointing Authority, an accident/incident is not to be reviewed by the safety committee he/she must send a letter to the Undersecretary/Deputy Secretary of Operations explaining their decision. In addition a letter must be sent to the Loss Prevention DOTD Program Director with the absence of disciplinary action or disciplinary action applied to the employee as a result of the accident/incident.
 - b. Receive and review accident prevention and loss control suggestions from managers, supervisors and employees and recommend the appropriate action(s) to the Appointing Authority or DOTD Loss Prevention Committee.
 - c. Review or hear alleged infractions of safety rules, as recorded on Safety Advisories, and recommend the appropriate action(s) to the Appointing Authority.
 - d. Recommend Safety Policies and Procedures for work activities that may be unique to DOTD and forward to the DOTD Loss Prevention Advisory Committee for approval and inclusion in the Loss Prevention Manual.
 - e. Adhere to the disciplinary guidelines concerning safety infractions established by the DOTD Loss Prevention Advisory Committee.
 4. Categories for Committee Review

<ol style="list-style-type: none"> a. Personal Injury Incidents (PII's) c. Motor Vehicle Accidents (MVA's) 	<ol style="list-style-type: none"> b. Personal Injury Accidents (PIA's) d. Marine Accidents (if applicable)
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- e. Job Safety Analysis (JSA's)
- f. Safety Advisories
- g. Glass Breakage Reports (as determined by the DOTD Program Specialist)
- h. Loss and Theft Reports (as determined by the Appointing Authority)
- i. Hazard Control Logs (over 30 days)
- j. Any Driving Citation received by employees while operating state vehicles/equipment
- k. Any violation of safety responsibilities and all other acts of negligence.
- l. Loss Prevention Audit status (as appropriate)
- m. Citations such as "red light tickets" may be only be reviewed by the Safety Committees by the request of the Appointing Authority.

104. DEPARTMENTAL ACTIONS FOR SAFETY RELATED OFFENSES

The following guidance is provided for the Loss Prevention Committees and Appointing Authorities for safety related offenses. The provisions below should be considered recommendations only and not mandatory actions. These recommendations serve as a starting point for committee discussions while taking in consideration all of the causative factors of the incident/accident. Multiple violations or a combination of violations that result in the same accident or incident should be considered as separate violations and may be cumulated for purposes of any assessment of suspension, demotion or termination. The severity of any action applied within a three year period **shall** be based on the circumstances and conditions of the safety violation and may lead to cumulative suspension, demotion or termination. The severity of the action applied under Section 104 is at the discretion of the Appointing Authority. However, any deviation by the Appointing Authority from these provisions **shall** be documented with the specific reasons for such deviations. The documentation **shall** be kept on file. For examples of Unsafe Acts refer to Section 105.

INCIDENTS, ACCIDENTS OR INFRACTIONS INCLUDED IN THIS SECTION SHALL BE CONSIDERED WITHIN A THREE YEAR TIME FRAME.

A. MOTOR VEHICLE ACCIDENTS / MARINE ACCIDENTS / MOVING VIOLATIONS:

The following actions should apply for **PREVENTABLE** motor vehicle accidents, marine or moving violations while on official duty:

1 st Offense	1 Day Suspension
2 nd Offense	3 Day Suspension
3 rd Offense	5 Day Suspension
4 th Offense	Discretion of the Appointing Authority up to and including termination

Trailers attached to a motorized vehicle **shall** be considered part of the vehicle until properly detached.

B. FAILURE TO USE OR PROVIDE PERSONAL PROTECTIVE EQUIPMENT (PPE):

Supervisors **shall not** direct or allow the performance of any work without the required safety equipment being issued, available and used. Any such action by a supervisor **shall** be considered a safety violation in accordance with the provisions listed below:

The following minimum actions should be applied for the failure of any employee to use, care for, clean, maintain and inspect the required personal protective equipment (PPE):

1 ST Offense	Letter of Counseling or Reprimand
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2 nd Offense	1 Day Suspension
3 rd Offense	3 Day Suspension
4 th Offense	5 Day Suspension
5 th Offense	Discretion of the Appointing Authority up to and including termination

C. OFF-ROAD VEHICLES (USED ON OR OFF THE HIGHWAY) / POWERED OR MOTORIZED EQUIPMENT:

The following actions should apply preventable off road accidents or violations while on official duty. This provision shall specifically include equipment attached to a motorized vehicle by any means or deriving power either from a self-contained power source or the motorized vehicle to which it is attached.

1 st Offense	Letter of Counseling or Reprimand
2 nd Offense	1 Day Suspension
3 rd Offense	3 Day Suspension
4 th Offense	5 Day Suspension
5 th Offense	Discretion of the Appointing Authority up to and including termination

D. FAILURE TO REPORT AN ACCIDENT, INCIDENT, DRIVING CITATION, LOSS OF A DRIVER'S LICENSE OR SAFETY VIOLATION BY THE CLOSE OF THE NEXT BUSINESS DAY:

The following actions should be applied for the failure of any employee to report an accident, incident, driving citation, loss of a driver's license or safety violation to his/her supervisor. A supervisor's failure to report an accident, incident, driving citation, loss of a driver's license or safety violation to the Loss Prevention DOTD Program Specialist and the Appointing Authority or his/her designee. (The failure to timely report **shall** be considered a separate violation and the provisions of this section should be in addition to any other disciplinary action relating to the accident.)

1 st Offense	1 Day Suspension
2 nd Offense	3 Day Suspension
3 rd Offense	5 Day Suspension
4 th Offense	Discretion of the Appointing Authority up to and including termination

E. FAILURE TO REPORT A PERSONAL INJURY REQUIRING MEDICAL ATTENTION:

The following actions should be applied for the failure of any employee to report a personal injury requiring medical attention to his/her supervisor or a failure of the supervisor to report a personal injury requiring medical attention to the Loss Prevention DOTD Program Specialist and the Appointing Authority or his/her designee. (The failure to timely report should be considered a separate violation and the provisions of this section should be in addition to any other disciplinary action relating to the accident.)

1 ST Offense	Letter of Counseling or Reprimand
2 nd Offense	1 Day Suspension
3 rd Offense	3 Day Suspension
4 th Offense	5 Day Suspension
5 th Offense	Discretion of the Appointing Authority up to and including termination

F. ANY VIOLATION OF SAFETY RESPONSIBILITIES AND ALL OTHER ACTS OF NEGLIGENCE NOT LISTED ABOVE OR THAT RESULT IN PERSONAL INJURY OR DAMAGE TO DEPARTMENT PROPERTY:

The following actions should be applied to safety violations and acts of negligence not covered in categories 104.A – 104.E that result in a person al injury or damage to department property.

1 ST Offense	Letter of Counseling or Reprimand
2 nd Offense	1 Day Suspension
3 rd Offense	3 Day Suspension
4 th Offense	5 Day Suspension
5 th Offense	Discretion of the Appointing Authority up to and including termination

104. UNSAFE ACTS

While not inclusive, listed below are some actions by employees that **shall** be considered unsafe acts by the Loss Prevention Committees.

1. Engaging in unprofessional conduct such as, but not limited to; practical jokes, scuffling, horseplay or the urging of co-workers to take unnecessary chances or to disregard accepted safety rules/practices.
2. Not being observant of hazards that have the potential to affect the assistance of another employee.
3. Attempting to lift or move materials or objects that require the assistance of another employee.
4. Practicing unsafe loading such as: loading/unloading of materials on/off a vehicle, conveyer, or other apparatus; loading over the safe load limit; loading too high; or loading in such a way as to create an immediate hazard to oneself, others, vehicles and equipment, state or public property.
5. Using equipment improperly, such as using the wrong tool for the job.
6. Using defective or unsafe tools.
7. Making safety devices inoperative such as removing guards, bypassing or blocking safety valves/switches etc.
8. Operating equipment and/or vehicles at an unsafe speed.
9. Not adjusting speed for weather and/or road conditions.
10. Operating machinery, equipment or hand power tools *without authority*.
11. Failing to place warning signs, barricades or other protective measures within an area to let others know about a clear and present danger.
12. Not working in such manner to prevent bodily injury. This refers to:
 - a. Lifting or carrying loads improperly
 - b. Lifting with the body in a twisted or awkward position; walking or working on unguarded areas; riding on tailgates, running boards, fenders, bumpers of vehicles; or riding in other unsafe positions, such as front-end loader buckets or in the beds of trucks
 - c. Entering enclosures that are unsafe because of gases, temperature or exposed power lines
 - d. Failing to use the correct method ascending or descending portable ladders when working in elevated places or standing in the fall path or line of travel of moving objects
 - e. Taking a position that obstructs the free movement of others
 - f. Jumping on/off a moving vehicle or a piece of operating machinery/equipment
 - g. Not being observant
 - h. Placing the body or body parts in harm's way
13. Failing to wear an approved USCG Personal Floatation Device – Type III, approved Work Vest or Inflatable Work Vest while engaged in DOTD operations on or above the water

14. Failing to read all directions and warnings on the product's label or Material Safety Data Sheet prior to using any product
15. Wearing rings, earrings, chains and other metal objects or jewelry on the face, hands or body that will present a hazard while performing manual labor, working with rotating machinery, gears, welding or electrical work.
16. Wearing headphones, ear buds etc. while performing field operation job duties.
17. Not wearing proper Personal Protective Equipment for the job being performed.
18. Failing to use handrails when ascending or descending stairwells.
19. Using benches, boxes, tables, chairs or other make-shift substitutes as ladders.
20. Failing to inspect vehicles/equipment prior to use.
21. Failing to use proper following distance behind other vehicles.
22. Failing to check clearance of sides and overhead for adequate passage of vehicles/equipment.
23. Failing to use a spotter in backing situations when one is available.
24. Failing to properly hitch or couple trailers to the vehicle. This includes properly hooking safety chains.
25. Failing to turn off motor and securing vehicle/equipment when not occupied.
26. Failing to secure cargo, equipment or tools carried on vehicles.
27. Failing to obey local, state, federal laws and DOTD directives or regulations.

105. INSPECTIONS

A. Building and Facilities

The Office of Risk Management (ORM) requires DOTD to conduct inspections of its buildings and additional components each calendar month in accordance with the state's 16 point safety plan. Their policy further states in the Procedures for Inspection section: *"The operational safety plan must include general housekeeping and safety rules and procedures for conducting inspections of the facility to identify and correct hazards."*

1. Inspections are conducted to maintain a safe work environment and operational efficiency, and due to our subtropical climate, ensure that mold and mildew is not present.
2. When unsafe conditions such as mold, mildew, facility damage, roof leakage and damaged flooring, etc. are found, employees and building inspectors are directed to immediately report such conditions through their chain of command.
3. Monthly inspection reports shall be maintained on file for the Annual Office of Risk Management's audit or compliance review for a period determined by the Office of Risk Management.

B. State Fire Marshall Inspections

The State Fire Marshall may inspect the DOTD building and facilities when requested or at their discretion.

C. Vehicle and Equipment Inspections

DOTD vehicles and equipment inspections are conducted daily or monthly in accordance with the requirements of the DOTD Driver Safety Program.

D. Electrical Safety Inspections

Electrical inspections are conducted as required in the DOTD Equipment Management and Boiler Machinery Program.

E. Machinery and Equipment Inspections

Machinery and equipment inspections are conducted in accordance with the DOTD Equipment Management and Boiler Machinery Program.

F. Security Assignments

Security assessments are conducted once a year by the supervisor of the facility or his/her designee.

G. Moveable Bridge Inspections

DOTD Moveable Bridges are inspected by the Bridge Tenders or designated maintenance personnel as required by the Engineering and Directive Standards Manual (EDSM). Additionally, periodic inspections are conducted by District Bridge Inspectors and Equipment Superintendents.

106. EMERGENCY PROCEDURES PLAN

An Emergency Procedures Plan has been developed for use in DOTD facilities. The plan is generic in nature and must be modified in order to be site specific for DOTD operations and posted at each location. It **shall** include emergency contact information for police, fire department, emergency medical services and local hospitals. Additionally, fire drills at DOTD facilities **shall** be conducted to meet the minimum ORM requirement.

107. WORK AREAS

A. Housekeeping

1. Daily work assignments are not complete until the worksite is restored to a neat and orderly condition.
2. Employees **shall not** place, throw or leave litter on the worksite or roadside.
3. Employees **shall not** permit materials such as paper, cartons, packing, bottles, cans or other refuse to accumulate in or around desks, work spaces, closets, storage areas, floors, vaults, benches, yards and vehicles.
4. Floors, platforms, or work areas **shall** be maintained in good condition and **shall** be reasonably free of dangerous protrusions, openings, obstructions, debris, oil, grease or water. When operations require working on slippery floor areas, surfaces **shall** be protected against slipping by the use of mats, grates, cleats, etc. (Footwear with non-skid, oil resistant soles are recommended.)
5. Employees **shall not** clutter or block floors, platforms, stairways, walkways, storage rooms, or other work areas.
6. Materials and supplies **shall** be stored in an orderly manner so that they will not fall, become a fire hazard, or cause slipping and tripping hazards.
7. Employees **shall not** leave nail points, the ends of loop or tie wires, metal bands, etc. exposed after unpacking boxes, crates, barrels, pallets, reels or other similar materials.
8. Employees **shall** remove nails from loose lumber or ensure that points are bent down. All lumber **shall** be disposed of in a safe manner.
9. Employees **shall** store sharp or pointed items in such a manner as to prevent personal injury.

10. Care **shall** be exercised in the disposal of debris that may contain material with sharp edges or points.
11. Construction or maintenance debris or excess material **shall** be properly disposed of after completion of the job.

B. Offices and Buildings

1. Employees should exercise caution when opening or closing doors.
2. Handrails **shall** be used when ascending or descending stairwells.
3. Employees **shall not** discard matches, rubber bands, pencils or other litter on floors, landings or stairwells.
4. Employees **shall not** run in hallways, on stairwells or around corners.
5. Employees **shall not** leave chairs, wastebaskets, office machines, electric or telephone cords or temporary extension cords, etc. where they can cause tripping or collision hazards or endanger or obstruct emergency exits.
6. Employees working in buildings should use caution to avoid spilling beverages on floors, aisles or stairwells. If a spill occurs, employees are responsible for immediate cleanup.
7. Desk drawers, cabinet doors, slides and file drawers and covers should not be left open while unattended.
8. Only one file drawer in a file cabinet should be open at a time to prevent tipping over or tripping.
9. Benches, boxes, tables, chairs or other make-shift substitutes **shall not** be used as step stools or ladders.
10. Hand-operated paper cutters **shall not** be left in the raised position and the lock **shall** be engaged.
11. Razor blades should not be used for cutting paper, sharpening pencils, or other cutting operations, unless the blade holder is specifically designed for that purpose.
12. Broken glass or other sharp-edged objects **shall not** be placed in wastebaskets unless properly protected.
13. Caution should be used when pushing wheeled racks or carts in office buildings, particularly when approaching corners or other blind spots.
14. Good housekeeping practices **shall** be observed by all employees at all times.

108. PRE-JOB CONFERENCES

Pre-job conferences **shall** be held prior to the start of all DOTD Operations involving two or more employees and **shall** consist of the following:

1. Description of the overall job and expected results
2. The identification of hazards and how to eliminate or control them
3. The work assignments of each crew member
4. The tools, safety devices and the safe work practices to use.
5. The coordination and communication with other crews involved
6. Answering any questions concerning the job
7. Ensuring that all personnel have the required Personal Protective Equipment (PPE) for the job.

109. TAGGING OUT OF ENERGY SOURCES

- A. All sources of energy including electrical, compressed gases, hydraulic, mechanical, liquid or chemical systems capable of causing injury or property damage **shall** be properly isolated and tagged out of service while work is being performed on the system.
- B. The supervisor under whose direction the work is being performed **shall** ensure that employees under his/her direction are capable of performing the work safely and are knowledgeable in the tagging procedure.
- C. When work is to be performed on energy systems not tagged out of service, employees **shall** be made aware of the job conditions and appropriate precautions or procedures which shall be utilized to afford maximum employee precaution.

110. ISOLATING EQUIPMENT

Employees **shall** immediately report to their supervisor any switch, control, valve, relay or other equipment that was omitted in the tagging and clearance procedure involving their work assignment capable of causing injury or damage.

111. ELEVATED STRUCTURES, SURFACES AND VEHICLES

- A. In the performance of their duties, employees **shall not** jump from elevated structures or surfaces, e.g. walls, fences, platforms or vehicles.
- B. Typical fall hazards identified in a hazard assessment include but are not limited to:
 - Elevated work platforms
 - Framing
 - Roofing
 - Exposed edges
 - Open holes
 - Structural steel erections
- C. If a worker at a worksite can fall 6 feet or more and is not permanently protected by guardrails, the supervisor **shall** develop a Fall Protection Plan that specifies:
 1. The fall hazard
 2. The fall protection to be used (including worker training)
 3. Procedures used to assemble, maintain, inspect, use, and disassemble the fall protection system
 4. Work rescuer procedures
 5. Fall protection Plan is available before the work begins

112. PORTABLE LADDERS

- A. Benches, boxes, tables, chairs or other make-shift substitutes **shall not** be used as ladders.
- B. When working from a portable ladder, the ladder **shall** be securely placed, held, tied or otherwise secured to prevent slipping and falling.
- C. Care should be taken when using straight/extension ladders. The bottom of the ladder **shall not** be placed in an unstable position.
- D. Ladders **shall not** be placed in front of doors that open towards the ladder unless the door is blocked, opened, locked or guarded.

- E. Employees **shall** face the ladder when ascending or descending it, and they **shall** use both hands on the ladder.
- F. When standing on a portable ladder, the employee **shall not** extend the body while working unless the ladder is adequately secured to prevent slipping and falling. Over-reaching is extremely dangerous.
- G. Employees **shall not** stand on the top step of any ladder unless the ladder is specifically constructed for that purpose. When working on portable ladders:
 - 1. Never stand on the top cap of a ladder, the first step below the top cap, the bucket shelf, or the rear section of a step or a platform ladder (unless the rear section has been specifically designated and stated for this purpose by the manufacturer).
 - 2. The highest standing level on a stepladder is two steps down from the top.
 - 3. Never stand higher than the fourth highest rung from the top of a single extension ladder.
- H. Ladders with weakened, broken or missing steps, broken side rails or other defects **shall not** be used.
- I. All portable ladders **shall** be equipped with non-slip bases. Employees **shall** exercise care on oily, metal or uneven surfaces when placing, blocking, lashing or securing a portable ladder.
- J. Portable metal ladders **shall not** be used for electrical work.
- K. The finish on wooden ladders, if applied, **shall** be clear shellac, varnish or other clear finish only. Paint **shall not** be used as it can obscure a defect in the wood.
- L. Ladders **shall not** be used as a scaffold platform. Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet (1.8 m) or above a lower level **shall** be protected from falling by personal fall arrest systems (harness with lanyards, lifelines, retractable lifelines).
- M. Employees **shall** be trained before using fall arrest equipment.
- N. Only DOTD-furnished ladders that meet or exceed the ANSI Standards **shall** be used. Before using a stepladder or extension ladder, an employee must read the manufacturer's warning labels and setup procedures in order to make the job task a safe one.
- O. Never exceed the rated weight capacity of a ladder.
- P. Always use the appropriate class, type and size portable ladder for the job.
- Q. Ladders should always be secured when stored.

113. CHAINSAW OPERATION

- A. Before starting check controls, chain tension, bolts and handles to ensure proper function and adjustment.
- B. Start the saw on the ground or on another firm support with the brake engaged.
- C. Plan the cut; watch for objects under tension; use extreme care to bring objects safely to the ground.
- D. Plan where the object will fall; ensure that the fall area is free of hazards; avoid an object falling on other objects; and ensure that a clear retreat path is provided. Look for nails, spikes or other metal objects before cutting.

- E. Clear away dirt, debris, small tree limbs and rocks from the chain saws path. Keep hands on handles and maintain secure footing.
- F. Do not cut directly overhead.
- G. Shut off or release the throttle prior to retreating.
- H. Shut off or engage chain saw brake when carrying a saw more than 50 feet or crossing hazardous terrain.
- I. **Never** operate a running chain saw with one hand.
- J. **Never** approach a chain saw operator from the rear.
- K. Two chain saw operators (operating simultaneously) should be at least 10 feet apart.
- L. All chain saw operators **shall** wear leg protection.
- M. All chain saw operators **shall** be aware and use caution while operating a chainsaw if they have loose fitting clothing and/or a DOTD safety vest.

114. WELDING AND CUTTING

- A. It is the responsibility of the employee performing the welding or cutting to take sufficient precautions to protect other employees in the area.
- B. Employees **shall not** weld or cut on drums or other containers used for flammable or combustible liquids unless they are trained and are following all safety procedures under the direction of a supervisor.
- C. Employees **shall not** wear jewelry when welding.
- D. Oxygen and acetylene cylinders **shall** be restrained from tipping over and only used in the upright position.
- E. Whenever lead, cadmium, galvanized or other toxic fume-producing materials are welded, burned or heated to such a degree that fumes from the metal or its fluxes are generated; the work area **shall** be ventilated to prevent employees from exposure to hazardous fume concentrations. Approved respiratory equipment **shall** be used if proper ventilation cannot be provided.
- F. Acetylene **shall not** be used above 15 pounds per square inch of pressure in a welding or cutting operation. Flashback arrestors are required.
- G. Oxygen and fuel gas cylinders **shall** be turned off when not in use, capped and stored in an upright position, segregated and secured.
- H. Acetylene tank valves **shall not** be opened more than 1½ turns. Flashback arrestors are required.
- I. When welding on or near concrete, the appropriate precautions should be taken to prevent the concrete from overheating.
- J. Cutting or welding on piping or container systems used for flammable or combustible materials **shall** only be permissible under approved procedures for a specific job.
- K. Welders **shall** make every reasonable attempt to prevent the sparks from their work from contacting persons, hoses, tanks and combustible materials.
- L. Welders **shall** also prevent sparks from falling through grating or holes in the floor onto other work areas.
- M. The welder **shall** conduct an inspection after completing the welding operation to ensure that sparks or hot metal has not ignited combustible materials.

N. Only light a torch with a striker. **DO NOT USE A CIGAREETE LIGHTER.**

115. COMPRESSED GASES

- A. Oil or grease **shall not** be allowed to contact valves, regulators or any other parts of compressed gas systems unless specifically recommended by the manufacturer.
- B. Only authorized persons **shall** make repairs on compressed gas systems or related equipment.
- C. Compressed gas cylinders **shall** be stored and secure in an upright position, away from heat sources and capped when not in use.
- D. Fuel gas cylinders **shall** be stored at a minimum of 20 feet from oxygen cylinders or separated by an approved fire wall.
- E. Fuel gas cylinders **shall** be protected from direct light.
- F. Compressed gas cylinders **shall not** be connected to any regular, or associated piping equipment not rated or capable of withstanding cylinder pressure.
- G. Furnaces and tanks containing liquefied petroleum gases **shall not** be used in confined spaces without proper precautions and safeguards.
- H. Compressed gas regulators **shall** be “backed off” and free of pressure when not in use.
- I. When transported, compressed gas cylinders **shall** be capped and secured in an upright position.

116. MACHINE GUARDING

- A. All moving parts of machinery, equipment or tools capable of causing crushing, shearing, pinching or penetrating injuries **shall** be guarded against accidental contact.
- B. Guards **shall not** be removed except for maintenance and replaced immediately afterwards. Lockout/Tagout procedures **shall** be used.
- C. Missing props, guards, shields, chain curtains, etc. on any machinery **shall** be replaced as soon as possible.
- D. Warning signs **shall** be mounted and located at/near machinery requiring PPE.

117. POWER TOOLS, HAND TOOLS AND NON-SPARKING TOOLS

A. Power Tools

1. Supervisors will assign only trained and qualified employees to use power tools.
2. All power tools **shall** be operated in accordance with the manufacturer’s instructions.
3. Power tools **shall** be inspected prior to use, with defects (cord, plugs, etc.) being reported to the supervisor. Defective tools **shall not** be used.
4. Guards and safety features **shall not** be by-passed or removed. Missing guards or shields **shall** be replaced before operation.
5. All power tools **shall** be turned off and/or disconnected from the power source before making adjustments, changing blades, bits, discs, etc.
6. Grounding plugs on power tool cords **shall not** be removed or altered.
7. Only double insulated power tools **shall** be used.

B. Hand Tools

1. All hand tools used by DOTD employees **shall** be kept in serviceable condition.

2. Hand tools **shall** be used only for the purpose for which they were designed.
3. Hand tools **shall** be replaced or repaired when they are found to be defective.
4. Hand tools **shall not** be left in elevated locations where they could create a falling object hazard.
5. DOTD **shall** provide the proper hand tools for employees. Personal tools **shall not** be authorized.

C. Non-sparking tools

1. Non-sparking tools **shall** be used in areas in which there is a potential for explosion or ignition.
2. Non-sparking tool maintenance **shall** be performed using the approved manufacturer's methods.
3. Non-sparking tools **shall not** be sharpened or dressed using power grinding or sanding equipment. Maintenance **shall** be performed using approved manual methods.

118. MATERIALS HANDLING PROCEDURES

- A. Employees **shall** use proper lifting procedure when lifting tools, materials or equipment.
- B. Lifting or carrying procedures **shall** consist of the following:
 1. Employees **shall** fully bend their knees when lifting.
 2. Employees **shall** avoid twisting their backs while lifting or carrying a load.
 3. A thorough inspection of the worksite **shall** be made prior to the lift to determine potential slipping, falling or tripping hazards.
 4. Care **shall** be taken that items **shall not** block the employee's vision while being carried. Loads that obscure the employee's vision **shall** be carried by two or more employees or by using a proper lifting device.
 5. Bulky or heavy loads that exceed the employee's lifting capacity **shall** require assistance. Loads in excess of 50 lbs. **shall** require a helper or mechanical device.

119. REPORTING UNSAFE WORKING CONDITIONS

- A. DOTD has a work order system in place that supports and enhances the reporting of hazards.
- B. A Hazard Control Log is a Louisiana Division of Administration's ORM form that can also be utilized to report hazards.
 1. Hazard Control Logs **shall** be reviewed at 30 day intervals.
 2. Hazard Control Logs **shall** be retained on file for 3 years.
- C. Employees have both a regulatory and moral duty to report any potentially hazardous conditions to the supervisor or an authorized person(s). The supervisor is in the best position to take immediate corrective action.
- D. The supervisor or authorized person(s) **shall** implement a temporary control for the reported hazard until corrective action is taken.
- E. If the problem cannot be corrected by the supervisor or authorized person, the next level of management **shall** be notified.
- F. If a Hazard Control Log is utilized to report a hazard and the hazard exists for more than 30 days, the supervisor or authorized person(s) **shall** notify the Appointing Authority or his/her designee. The Loss Prevention unit of ORM **shall** also be notified.

120. SAFETY MEETINGS

- A. In order to maintain compliance with ORM, DOTD requires all operational units (Districts, Sections, and Gangs) to conduct safety meetings once a month.
1. Safety meetings may be electronically transmitted to administrative employees by e-mail when a return receipt is requested. Responses by employees **shall** be maintained with the monthly safety meeting topic.
 2. Safety meeting records **shall** be maintained for audit or review purposes. It is necessary for these records to be maintained for the prescribed period of years specified by ORM.

SECTION 200 FORMS, REPORTS, INVESTIGATIONS AND CARE OF THE INJURED

201 INCIDENT/ACCIDENT REPORTING

Forms for reporting are located on the DOTD Intranet. Refer to PPM 21 for DOTD's Drug Testing Policy.

- A. The employee **shall** immediately report all incident/accident arising out of and in the course and scope of employment, including occupational illnesses and diseases, to the supervisor.
- B. The supervisor **shall** immediately notify the Loss Prevention DOTD Program Specialist and the Appointing Authority or his/her designee by phone or e-mail. The notification **shall** provide the following information:
- Who was involved in the accident?
 - When did the accident occur?
 - Why did the accident occur?
 - If police were called to the scene, what police force responded?
 - What happened?
 - Where did the accident occur?
- C. A statement from employee(s) and witness(s) **shall** accompany every incident/accident report. It can be either typed or handwritten and **shall** be signed and dated by the employee furnishing the statement.
- D. The supervisor of the individual having the accident **shall** review the accident report and verify the completeness of the report. Incomplete reports **shall** be returned for missing information. It may be necessary for the supervisor to aid the individual in completing the report.
- E. **DO NOT GIVE A COPY OF ANY FORMS TO A PRIVATE CITIZEN, PER ORM.**
- F. **Incident/accident forms shall not be modified in any way.**

202. ACCIDENT INVESTIGATIONS

- A. All accidents **shall** be initially investigated and documented by the immediate supervisor.
- B. The Loss Prevention DOTD Program Specialist **shall** investigate and review all accidents.
- C. If the accident is severe in nature, an in depth investigation could be conducted by personnel of the Loss Prevention Section.

203. PERSONAL INJURIES

A. Personal Injury Incident (PII)

1. Reporting: Supervisors **shall** ensure preparation of ORM's Incident/Accident Investigation Form (DA 2000), maintain a copy and forward the originals within 24 hours to the DOTD Program Specialist assigned to that District/Section.
2. A copy **shall** be kept on file in the Loss Prevention DOTD Program Specialist's office.

B. Personal Injury Accident (PIA)

1. Reporting: Supervisors **shall** ensure the preparation of the listed documents. Copies **shall** be maintained at the unit and originals forwarded to the Loss Prevention DOTD Program Specialist to be processed.
 - Authorization of Medical Treatment must be filled out and given to the doctor. The injured employee **shall** bring a copy back to the supervisor after the doctor fills out his/her portion of the form.
 - ORM Incident/Accident Investigation Form (DA 2000) is filled out by the supervisor. (Note: This form **shall not** be used when the injury is the result of a MVA.)
 - Employer Report of Injury/Illness (E1) is used when an injury results in a medical expense or workers compensation. (Note: the data from this form **shall** be entered into ORM's approved claim system ASAP by the Loss Prevention DOTD Program Specialist.)
 - Standard Form for Employer's Supplemental Report of Injury (DA 1974) **shall** be filled out when there is a change of the injured employee's status.
2. The Loss Prevention DOTD Program Specialist **shall** forward copies to the respective agencies noted on the forms within the time frames stipulated.
3. If the injured employee is unable to return to duty on the next scheduled work day following treatment, a medical release to return to work from the attending physician is required. Supervisors **shall** attach a copy of the release to the employee's accident file and forward copies to the Loss Prevention DOTD Program Specialist.
4. The Loss Prevention DOTD Program Specialist **shall** keep these documents on file.
5. In the event of a PIA, including work-related illness and/or diseases involving death or life threatening consequences, the supervisor **shall** immediately notify the Loss Prevention DOTD Program Specialist assigned to that District/Section and the Appointing Authority.

204. VISITOR/CLIENT ACCIDENTS

A. Forms

1. The accident **shall** be reported on the General Liability Form (DA 2065).
2. The DA 3000 form **shall** be filled out and kept on file.
 - a. These forms **shall** be submitted to the Loss Prevention DOTD Program Specialist to process the forms
 - b. The Loss Prevention DOTD Program Specialist will forward to ORM and keep on file
 - c. **DO NOT GIVE COPIES OF ANY FORMS TO PRIVATE CITIZENS, PER ORM**

205. MOTOR VEHICLE/EQUIPMENT ACCIDENTS

A. Reporting

1. Supervisors **shall** ensure the preparation of the DA 2000 (Not required for vehicle accidents when a police report has been issued) and the DA 2041 forms. If the DA 2000 is not utilized the Supervisor Vehicle/Equipment Accident Investigation Form may be used in addition to the police report in order to provide information for the Loss Prevention Committee. Copies shall be maintained at the unit and originals forwarded to the Loss Prevention DOTD Program Specialist assigned to the District/Section.
2. The Loss Prevention DOTD Program Specialist **shall** process the forms and forward to the proper ORM unit.
3. The Loss Prevention DOTD Program Specialist **shall** keep these documents on file.
4. This task **shall** be completed for every accident involving a state vehicle and/or equipment operated by an employee while on state business. This includes operating private or rental vehicles/equipment on official state business. These reports **shall** be completed on the day of the accident or the following work day. If the employee is unable to complete or sign the report due to injury or death, the immediate supervisor **shall** complete, sign and submit the reports.

B. All motor vehicle accidents involving DOTD and private citizen vehicles or property **shall** be investigated by a law enforcement agency. When only DOTD vehicles are involved and there is minimal damage, the Appointing Authority or designee **shall** determine the need for a law enforcement investigation. A copy of the police report **shall** be obtained by the supervisor and/or Loss Prevention DOTD Program Specialist and attached to the DA 2041.

C. Use of private, rental or leased vehicles/equipment:

1. Employees operating private, rental or leased vehicles/equipment on official state business **shall** complete the DA 2041.
2. **Police report is mandatory**
3. Follow the same process used for DOTD vehicles

206. GLASS BREAKAGE REPORTS

A. Claims by third parties, glass breakage due to rocks/debris from DOTD bush hogs

1. The report should be completed by the supervisor at the jobsite or the nearest DOTD Maintenance Unit.
2. Report on the Vehicle Glass Repair/Replacement Loss Notice (DA 2073)
3. Indicate unlicensed DOTD vehicle/equipment used
4. Copy of vehicle operator's driver's license, proof of insurance, vehicle registration and the DA 2073 **shall** be given to the employee assigned to process the claim to ORM and kept on file. An employee **shall** be assigned to oversee and act as a contact person.

B. Claims by third parties, glass breakage due to DOTD trucks or cars that cause a glass breakage

1. The report should be completed by the supervisor at the jobsite or the nearest DOTD Maintenance Unit.
2. Report on the Louisiana Driver Safety Program Form (DA 2041)

3. Copy of vehicle operator's driver's license, proof of insurance, vehicle registration and the DA 2041 **shall** be given to the employee assigned to process the claim to ORM and kept on file. An employee **shall** be assigned to oversee and act as a contact person.
- C. DOTD claims, glass breakage pecks on DOTD vehicles/equipment
1. Reported on the DA 2073
 2. Report **shall** be given to the employee assigned to process and kept on file
 3. No copies shall be sent to ORM or the Loss Prevention DOTD Program Specialist unless replacement cost is over the \$1,000.00 deductible.

207. ROAD HAZARD CLAIMS

- A. Claims by third parties resulting from road construction and/or maintenance operations on the right-of-way.
1. The Road Hazard Claim Reporting Form **shall** be completed by an employee of the maintenance or construction unit. If it has been determined that the claims were the obligation of contractors, the claimants would first be referred to the contractors. If the contractor does not settle with them and they come back to DOTD, the claim **shall** be sent through the normal channels to ORM.
 2. A copy of the Road Hazard Claim Reporting Form, operator's driver's license, proof of insurance and vehicle registration **shall** be given to the employee assigned to process the claim to ORM and kept on file. An employee **shall** be assigned to oversee and act as contact person for Road Hazards.
 3. Originals will be kept on file at the maintenance or construction unit.

208. MARITIME ACCIDENTS

- A. General accident reporting
1. All accidents **shall** be reported to the next level of supervision by the water vessel operator having the accident on the day of the accident. All accidents involving a vessel and resulting in death or injury to a person must be reported to DWLF (1-800-442-2511) within 48 hours and those with property damage in excess of \$500.00 must be reported within 5 days. Failure of a water vessel operator to report any accident may be a cause for disciplinary action.
 2. The supervisor of the individual having the accident **shall** review the accident report and verify the completeness of the report. Incomplete reports **shall** be returned for missing information. It may be necessary for the supervisor to aid the individual in completing the report.
 3. When investigating accidents, the supervisor **shall** request assistance, when appropriate, from the assigned Loss Prevention DOTD Program Specialist. Upon request, the DWLF will assist in the investigation of any incident/accident.
 4. The supervisor **shall** send the appropriate accident forms to the Third Party Administrator, LDWF and/or U.S. Coast Guard immediately.
 5. For any non-commercial vessel involved in an accident in any waters, a LDWF Boating Accident/Investigation Report **shall** be completed for each accident and submitted to LDWF.

6. If the accident occurred in a commercial vessel on navigable waters a report of Marine, Accident, Injury or Death form **shall** be completed for each vessel and submitted to the U.S. Coast Guard.
 7. After gathering all available information about the accident, the supervisor of the individual having the accident **shall** attempt to make a determination of whether the accident was preventable and make a recommendation to the Loss Prevention Committee.
- B. Reporting for vessels 26 feet in length or longer**
1. All claims involving vessels equal to or in excess of 26 feet **shall** be reported to ORM.
 2. All non-employee bodily injury and non-state owned property claims:
 - The claim **shall** be reported to ORM
 - The Marine Operations Accident Forms **shall** be filled out and submitted to ORM and kept on file at the unit.
 3. Complete a copy of the Louisiana Boating Accident Report
 4. All lawsuits, demands, notices, summons or other legal documents pertaining to a claim against LADOTD **shall** be forwarded immediately to ORM for further handling.
 5. Any objects and/or products that may have caused, contributed to, or that are suspected of causing an accident **shall** be retained and preserved as evidence.
 6. If a loss occurs or a claim arises, the agency **shall not** assume any obligation or incur any expenses without authority from the ORM.
- C. Reporting for vessels under 26 feet in length**
1. Property and/or General Liability claims **shall** be to ORM. A completed copy of the accident report, Authorization/Operating History Form (DA 2066) and WOR **shall** be submitted with claim.
 2. If a loss is serious in nature, it is to be reported by telephone to ORM for review to determine if coverage is applicable.
 3. Claims made against a state agency by a third party **shall** be submitted to ORM for review to determine if coverage is applicable.
 4. All lawsuits, demands, notices, summons or other legal documents pertaining to a claim against LADOTD **shall** be forwarded immediately to ORM for further handling.
 5. Any objects and/or products that may have caused, contributed to, or that are suspected of causing an accident **shall** be retained and preserved as evidence.
 6. If a loss occurs or a claim arises, the agency **shall not** assume any obligation or incur any expenses without authority from the ORM.

209. JOB SAFETY ANALYSES (JSA)

JSA's **shall** be developed on all tasks that have resulted in incident or accident trends, death or change in job procedure or equipment. The JSA procedure is as follows:

A. Select the job to be analyzed and consider the following factors:

- Occurrence of injuries
Note: JSA's **shall** be part of the accident investigation if a fatality has occurred
- Frequency of accidents

- Potential severity
- New jobs or procedures created by changes in equipment or processes

B. Perform the analysis:

- The supervisor **shall** perform the JSA using the JSA worksheet (If assistance is needed the supervisor can contact the Loss Prevention DOTD Program Specialist)
- The supervisor **shall** conduct the JSA with the help of employees who regularly perform the task
- Brake down into a sequence of steps that describe the process (avoiding too much or little detail) The steps should include:
 1. Select a qualified supervisor to perform the analysis
 2. Brief the employee demonstrating the task on the purpose of the analysis
 3. Observe the performance of the job, break it into basic steps, record and describe each step in the breakdown
 4. Review the breakdown and description with the person who performed the task

C. Identify the hazards by answering the following questions about each step of the operation:

- Is there a danger of striking against, being struck by or making injurious contact with an object?
- Is there a possibility for an employee being caught in, by or between objects?
- Is there a potential for a slip or trip?
- Can an employee strain themselves by pushing, pulling, lifting, bending or twisting?
- Does an environmental hazard to the employees' health exist (toxic gas, vapor, mist, fumes, dust, heat or radiation)?

D. Develop situations, the principal solutions for minimizing hazards identified in the analysis are:

- Find a new way to do the job
- Change the physical conditions that create the hazard
- Change the work procedure to eliminate the hazard

E. Conduct a follow-up analysis:

- Prior to conducting the follow-up supervisors should review the JSA
- Supervisors should observe employees perform the task at least once within the month the JSA was created

F. Use of the JSA:

- Copies of the JSA should be given to employees performing the job
- The supervisor should explain the JSA and provide training if necessary
- Should be used in pre-job conferences especially if the job is performed infrequently
- Should be used as an incident/accident tool

G. Record keeping:

- Should be maintained in the department that created the document
- Should be readily accessible to employees

210. FIRST AID REQUIREMENTS

A. Care for the injured

1. Many injuries resulting from an incident/accident are minor and immediate. Temporary care may be administered by an employee trained in First Aid and CPR.

2. In cases of serious injury, call 911 or the local emergency medical service.

B. First Aid/CPR Training

1. First Aid/CPR trained employees act as volunteers under the guidelines of the Good Samaritan Act.
2. The DOTD Loss Prevention Section recommends the number of employees that should be trained in First Aid/CPR comply with the requirements of ORM (ORM exempts those that are in close proximity to a medical facility.)
3. First Aid/CPR training certification records **shall** be maintained in the individual employee's training records.

C. First Aid kits

1. DOTD provides two types of First Aid kits through the Central Warehouse and District Stockrooms that meet the ANSI standards for administrative offices, motor vehicles, operational facilities and marine vessels.
2. The contents of all First Aid kits **shall** be replaced promptly after use or upon product expiration dates.
3. Supervisors **shall** be responsible for maintaining the current inventory of First Aid kits.
4. First Aid kits are required at every work site. Superintendents and Foreman should have a First Aid kit in their state vehicle at all times.

D. Medical and First Aid Emergencies

BLEEDING

- Call 911
- Always use protective barriers such as disposable gloves. When a barrier is not available an improvised barrier can be used such as a plastic bag.
- Apply continuous and firm pressure on the wound
- If dressing (such as a sterile gauze) becomes soaked with blood apply additional dressing without removing dressing

BURNS

- Call 911

MINOR BURNS

- Cool the burn with cool water as soon as possible
- Leave any blisters in tact
- Cover the burn with a loose sterile pad or improvised dressing

CRITICAL BURNS

- Expose area by cutting or tearing away clothing. If any clothing is stuck to the burn, do not remove it.
- Do not apply butter, ointment, ice or any other substance to the burn
- Give the person nothing to eat or drink

CHEMICAL BURNS

- Brush off any powder with a gloved hand or cloth and remove any contaminated clothing
- Flush area with water until burning sensation stops (unless chemical is known to react with water)

ELECTRICAL BURNS

- Make sure power source is turned off before touching the affected person
- If person is unresponsive, have a person trained in CPR to begin assistance

- If person is responsive, keep them calm and comfortable until EMS arrives

CHOKING

- Call 911
- With a mild blockage a person can speak, cough or gag. Stay close and be ready if things worsen.
- In the event of a severe obstruction there is no air exchange and the person is not able to speak or cough forcefully (the person may hold their hands at their throat)
- Apply forceful thrusts beneath the ribs and up into the diaphragm to remove object from away

HEAT EXHAUSTION

- Call 911
- Stop the person from the activity and move them to a cooler place
- Have person lie down and raise their legs 6 to 12 inches
- Spray water or apply cool wet cloths to head and torso, use fan to speed evaporation
- Encourage person to drink cool fluids, preferably sports drinks with carbohydrates and electrolytes

HEAT STROKE

- Call 911
- Spray or pour water on person while fanning them
- Apply ice packs to person's neck and armpits
- Do not force the person to drink fluids
- If the person is unresponsive, place them on their side in the recovery position to protect their airway

POISONING

- Call 911
- Common symptoms are abdominal pain or cramping, nausea and vomiting
- Keep the person still. Calm, comfort and reassure them.
- Call the National Poison Help Line at 1-800-222-1222
- Do not induce vomiting, or give water, milk, activated charcoal or syrup of ipecac unless you are advised to do so by the Poison Control Center or EMS

SHOCK

- Call 911
- If there is no difficulty breathing then lay the person flat on the ground and help them to maintain a normal body temperature. (Be careful not to overheat)
- Give the person nothing to eat or drink
- Keep the person as calm and comfortable as possible

SEIZURES

- Call 911
- Do not put anything in the mouth, including your finger
- If response and breathing are absent after seizure, have a person trained in CPR begin assistance
- Responsiveness improves slowly over time, continue to give the person reassurance until they return to normal

STRAINS, SPRAINS, DISLOCATIONS AND FRACTURES

- Call 911
- Best to treat all as fractures since distinguishing between injuries can be difficult
- Immediately minimize movement to prevent further injury
- Control bleeding if needed

- Leave injured limb in position it was found
- Cool injury to reduce pain and swelling
- Comfort, calm and reassure the person

UNCONSCIOUS / UNRESPONSIVE

- Call 911
- Check for breathing, if none then have the person trained in CPR to assist them
- If breathing, monitor breathing until EMS arrives

211. BLOODBORNE PATHOGENS MANAGEMENT PLAN

- A. DOTD has developed and implemented a Bloodborne Pathogens Management Plan. This plan includes an Exposure Control Plan.
- B. Required initial and refresher Bloodborne Pathogens training is provided. Refresher training will be based on each employee's exposure level.
- C. All Bloodborne Pathogens training **shall** be maintained in the individual employee's training records.
- D. Bloodborne Pathogens Response Kits or equivalent supplies are required at each DOTD facility.

SECTION 300 INDUSTRIAL HYGIENE

The purpose of this section is to minimize DOTD employee contact with hazardous substances and to prescribe measures that **shall** be taken for employee protection.

301. RESPIRATORS

- A. Respirators **shall** be worn by all employees exposed to harmful levels of toxic gases, fumes, dusts, vapors or other airborne particulate material that cannot be controlled by other means.
- B. Only employees who have been educated, trained and fitted with respirators **shall** be allowed to use them.
- C. Beards or other facial hair **shall not** interfere with the proper fitting of the respirator.

302. RECORD KEEPING

- A. A Materials Safety Data Sheet (MSDS) reference **shall** be maintained on each hazardous substance used by DOTD.
- B. Data information required **shall** include:

<ul style="list-style-type: none"> • Identity • Hazardous ingredients • Physical and chemical characteristics • Special precautions and spill/leak procedures 	<ul style="list-style-type: none"> • Physical hazards • Health hazards • Special protection information
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- C. The employee's immediate supervisor is responsible for ensuring that this information is imparted to each employee using the substances and that the employee is properly protected from hazards.

303. VENTILATION

Employees **shall** use general or local ventilation systems when provided at work locations whenever there is a need for exhausting toxic or contaminated air.

304. CONFINED SPACES

- A. Employees **shall not** enter confined spaces without taking the following precautions:
 1. Employees **shall not** work in a confined space where harmful fumes, vapors or gases are present or an oxygen deficiency exists until sufficient ventilation has been provided to eliminate all such hazardous conditions.
 2. Where general ventilation is not adequate, suitable temporary ventilation **shall** be provided during occupancy by employees.
 3. In emergency situations where respirators must be worn to enter a hazardous area, only those employees who have been properly trained in the use of a specified respirator **shall** enter that area.

305. TOXIC SUBSTANCES

- A. Employees should not routinely come into contact with chemical substances, dusts, vapors, fumes or gases including fuels, lubricants and solvents unless approved PPE equipment is worn and/or contact does not exceed safe exposure levels.
- B. When necessary, permanent or portable flushing or neutralizing equipment **shall** be available for employee use.

306. HEARING CONSERVATION

- A. Employees **shall** wear approved hearing protection in high level noise areas.
- B. Only personal hearing protection approved by DOTD **shall** be worn.

SECTION 400 MOTOR VEHICLES

All operators of DOTD vehicles **shall** comply with the following statements.

401. DRIVER QUALIFICATIONS AND LICENSING

- A. A valid driver's license **shall** be carried by each person operating a DOTD or privately owned vehicle, when conducting official state business.
- B. The class of driver's license that **shall** be required for DOTD employees will be dependent on equipment operated by the employee.

402. VEHICLE OPERATION

- A. Operators of DOTD vehicles **shall** be assigned or delegated by an authorized person prior to operating a vehicle.

- B. Employees operating vehicles must be familiar with and abide by pertinent traffic laws and directives of DOTD.
- C. The operator must be physically able to safely operate a vehicle. If he/she feels otherwise he/she **shall** report to the supervisor and not attempt to drive.
- D. Employees **shall not** operate a DOTD vehicle while under the influence of intoxicating liquor, narcotic drugs or any other drug that renders them incapable of safely driving a vehicle.
- E. Employee **shall not** operate a DOTD vehicle while texting or talking on a cell phone. Refer to PPM 54 for telecommunication device usage in vehicles.
- F. The Operator's Inspection Guide and Trouble Report **shall** be completed daily on vehicles of one ton or greater capacity. Vehicles less than one ton capacity **shall** be inspected at least once a month as indicated on the back of the Daily Vehicle Log.
- G. DOTD employees **shall** use only a motor vehicle in good repair and condition.
- H. Materials **shall not** be kept or stored on vehicle dashboards, but **shall** be stored in glove compartments or appropriate storage compartments.
- I. Avoid blocking vision to the rear by loading materials properly.
- J. Mechanical defects **shall** be reported to the appropriate supervisor in accordance with established procedures.
- K. Unauthorized personnel **shall not** be allowed to drive or ride in DOTD vehicles.
- L. DOTD employees **shall** drive courteously at all times and **shall** yield the right-of-way to other vehicles if there is any question as to which vehicle has the right of way.
- M. Before starting either forward or backward drivers **shall** buckle up the seat belt and determine that no person or object is in the path of the vehicle.
- N. Drivers of vehicles equipped with booms, truck mounted ladders, mechanical or hydraulic lifts or similar elevating equipment **shall not** drive with such equipment in an elevated or partially elevated position.
- O. Non-insulated vehicles or other equipment used in elevated positions **shall not** be operated within 10 feet of an energized power line. All power lines are considered to be energized until either the person who owns the line or the electric utility authority confirms that they are not energized. For power lines with voltages greater than 50,000 volts, increase the minimum distance from the line by one foot for each additional 30,000 volts.
- P. Operators of trucks or heavy equipment **shall** avoid restricting the flow of traffic to overtake and pass by pulling off and stopping on road shoulders. When reentering traffic, drivers are fully responsible for entering safely.
- Q. Operators are responsible for the proper loading distribution and security of loads including waste material and trash.
- R. Operators or passengers **shall not** throw garbage, trash, burning material or other objects from vehicles.
- S. Drivers **shall** plan routes to avoid U-turns. When such turns cannot be avoided, appropriate signaling requirements **shall** be observed. U-turns **shall not** be made across Interstate Highway medians, except in emergency situations, or when a legal crossing is established.
- T. Drivers **shall** overtake and pass vehicles only when the roadway is clearly visible and free of traffic for a sufficient distance ahead to permit such overtaking and passing with safety.

- U. Drivers **shall** at all times maintain the appropriate following distance from other vehicles.
- V. It is the operator's responsibility to make sure there is adequate clearance prior to driving under overhead obstructions.
- W. All vehicle accidents **shall** be reported to the involved employee's immediate supervisor in accordance with established DOTD procedures, no matter how slight the damage.

403. SIGNALING, PARKING, BACKING AND COASTING

A. Signaling

- Drivers **shall not** start moving forward or backward, change lanes, stop, slow down or turn without first confirming that such a move can be made with reasonable safety and then only after giving an appropriate signal either by hand and arm or approved mechanical electrical devices.
- DOTD employees **shall** use directional signals when operating on ODTD property as well as thoroughfares.

B. Parking

- Equipment left unattended, **shall** have the engine turned off and left in its lowest gear or park with the parking break set.
- All equipment left unattended **shall** be properly locked and with materials secured.

C. Backing

- Operators **shall** avoid backing whenever possible, especially out onto a main street or highway.
- When available, a spotter **shall** be utilized, to direct the backing of any vehicle that has an obstructed rear view.

D. Coasting

- Drivers **shall not** coast with gears in neutral

404. ENTERING OR LEAVING VEHICLES

- A. Employees **shall** enter or leave a vehicle only when it has come to a complete stop.
- B. Employees **shall** enter and leave the vehicle by the route provided for such access and **shall** use handholds and steps provided.
- C. Employees **shall not** open the door of a vehicle on the side available to traffic until it is reasonably safe to do so and it can be done without interfering with the movement of other traffic.

405. TRAILERS AND TOWED VEHICLES

- A. The operator of the vehicle is responsible for the inspection of the hitch and properly hitching or connecting trailers to the vehicle.
- B. When towing trailers or other vehicles drivers **shall** exercise caution in coupling vehicles.
- C. Safety chains **shall** be crossed and fastened below the ball mount with enough slack that they do not restrict turning or allow the coupler to hit the ground.
- D. When towing any vehicle by means of a rope, chain or cable the maximum **speed shall** not exceed 15 miles per hour.

- E. Only approved load restraints **shall** be used. A thorough check **shall** be made to assure all electric or pneumatic systems are functioning properly after connections have been made.
- F. Make sure items in or on the trailer are secured properly.

406. TRANSPORTATION OF PASSENGERS

- A. All employees that are not driving or operating equipment **shall** ride in the space or compartment provided for passengers.
- B. Employees riding in DOTD equipment provided with occupant restraint systems **shall** use the full restraint system provided at all times when the vehicle is in motion, on or off DOTD property.
- C. Employees **shall not** ride on equipment not intended to carry passengers such as forklifts, backhoes, trailers, cranes, etc.
- D. Employees **shall not** be allowed to get on or off any vehicle or equipment while it is in motion.
- E. Employees **shall not** ride with their arms or legs hanging over the side of the tailgate of any vehicle.
- F. Employees **shall not** be transported in the bed of a dump truck, except in an extreme emergency, and then the bed should be clean and blocked down and the tailgate chain locked.

407. RADIO OPERATING PRACTICES

Radio transmitters **shall not** be operated while refueling a vehicle.

408. FUEL STORAGE

Fuel containers **shall not** be carried in a confined area of the vehicle. Only approved containers **shall** be used to transport fuel.

409. DRIVER TRAINING

- A. All DOTD employees **shall** take the Defensive Driving Course within three months of the first day of employment.
- B. All DOTD employees **shall** have a refresher course in Defensive Driving every three years.
- C. All DOTD employees **shall** report all convictions or guilty pleas for motor vehicle violations in private or DOTD vehicles in writing to their supervisor by the close of the next business day. The supervisor **shall** report and send the written statement to the Loss Prevention DOTD Program Specialist on the same business day. The employee **shall** retake the Defensive Driving Course within ninety days of the citation.

SECTION 500 CRANES, HOISTS AND FORKLIFTS AND AERIAL EQUIPMENT

501. LIFTING OPERATIONS, ELEVATED EQUIPMENT AND MAXIMUM CAPACITY LIFTS

A. Lifting Operations

1. Only authorized and qualified employees **shall** operate cranes, hoists, derricks or forklifts and the operator **shall not** leave equipment running and unattended.
2. All lifting equipment **shall** be regularly inspected and maintained by authorized and qualified employees to assure that it is in proper working order.
3. Lifts requiring two cranes **shall** only be made under the direction of a supervisor in charge of the job.
4. The operator **shall** make every effort to establish the weights of the loads to be lifted.
5. All rigging equipment including slings, spreaders, hooks, clevises and sheaves **shall** be inspected before use. Defective equipment **shall not** be used and **shall** be submitted for repair or discarded.
6. All lifting devices such as slings, spreaders, hooks, clevises and sheaves **shall** be properly stored to protect against corrosion or deterioration when not in use.
7. The manufacturer's recommended working load limit of equipment, devices, slings, lines or ropes **shall not** be exceeded when used for lifting. Boom angle and length must be considered when determining load.
8. Employees **shall not** place themselves under a lifted load. Also, an operator **shall not** swing a lifted load over employees.
9. Lifted loads **shall not** be moved in the direction where the operator's vision is restricted unless there is an observer to assist in placing the load.
10. Employees **shall not** ride on hooks, lifted loads, fork prongs or pallets.
11. Employees working in elevated cages suspended by a single cable **shall** wear a safety harness and lanyard tied off above the device supporting the cage.
12. Employees working in forklift elevated cages **shall** wear a safety harness attached to the basket.
13. All operators **shall** adhere to applicable training and the equipment manufacturer's operating instructions.
14. When lifting, lowering or maneuvering loads a spotter should be utilized.

B. Elevated Equipment

1. Elevated parts of cranes, hoists or derricks **shall not** be operated closer than 10 feet from energized power lines.

C. Maximum Capacity Lifts

1. For maximum capacity lifts, the equipment **shall** be leveled in accordance with the manufacturer's recommendations.
2. Soil conditions and outrigger supports or cribbing **shall** be fully elevated for the expected stresses before making any lift.

3. The equipment **shall** only be used with the outriggers fully extended unless the operator's manual or load chart permits otherwise.

502. AERIAL EQUIPMENT

A. Operation of Aerial Equipment

1. Aerial equipment **shall** only be operated by authorized and qualified employees who have taken the applicable training.
2. To ensure proper operation, all aerial equipment **shall** be inspected and operationally cycled each day before use.
3. The operating and maintenance instruction manuals issued by the manufacturer **shall** be followed by the operator.
4. Aerial power **shall not** be turned off when equipment is elevated and hazardous work is being performed.
5. Each operator **shall** be familiar with the mechanical and electrical test procedures of aerial equipment.
6. Before lowering stabilizers, outriggers or hydraulic jacks the operator **shall** be certain there is no one in a position to be injured.
7. The operator **shall** examine the footing for the truck wheels and outriggers carefully to be assured of a stable setup. Hand brakes, shocks, and/or cribbing, when needed, **shall** also be used to ensure stability. The truck should rest approximately level when viewed from the rear.
8. Drivers of trucks with mounted aerial equipment **shall** be constantly aware that the vehicles have exposed equipment above the elevation of the truck cab and provide necessary travel clearance.
9. When the boom must be maneuvered over a street or highway, all necessary precaution **shall** be taken to avoid accidents with traffic or pedestrians. A flag person **shall** be used if necessary.
10. Aerial equipment blocking roadways, streets or otherwise exposed to vehicular traffic **shall** be protected in accordance with prescribed practices.
11. Load limits of aerial devices and manufacturer specified load ratings **shall not** be exceeded.
12. Sudden stops or starts **shall** be avoided.
13. Aerial lifts and devices **shall not** be modified except by the manufacturer.
14. All operators **shall** adhere to applicable training and the equipment manufacturer's operating instructions.
15. Prior to moving aerial lift vehicles the ladder, bucket and outriggers **shall** be stowed in place with lifting device in a zero energy state.
16. Employees **shall not** sit, stand or climb on edge of the basket or use planks, ladders or other devices for a working position.
17. A body harness **shall** be worn with a lanyard attached to the boom or basket when working in a raised position. Attachment to adjacent structures, poles and/or equipment is prohibited.
18. Manufacturer specified load ratings **shall not** be exceeded.
19. When in use, brakes **shall** be set and outriggers, if equipped, positioned on solid footing and wheels locked.

20. Aerial lifts **shall not** be moved when the boom is elevated and the basket is occupied unless the lift has been specifically designed for each operation.
 21. Articulating boom and extendible boom platforms **shall** have dual controls, one control located in the operator basket and the other being located for use at the ground level. Controls **shall** be readily marked with the lower control unit serving as the override. When the lift is occupied, ground level controls **shall not** be used without the operator's permission except in emergency operations.
 23. Equipment **shall not** be operated within 10 feet of overhead high voltage lines.
 24. Any fall protection equipment, including body harnesses, lanyards and lifelines used to arrest and employee fall **shall** be replaced immediately following an incident.
 25. Riding in the basket with the vehicle in motion is not permitted.
 26. Entering or leaving the basket **shall** be done only with the basket resting near the ground or in the cradled position. Exceptions will be in accordance with the procedures outlined in Section 502 Item B.
 27. Employee's feet **shall** be on the floor of the basket the entire time they are in the basket.
 28. The operator **shall** be observant in order to make sure that the basket is clear of obstacles and traffic.
 29. The employee working in a non-insulated basket **shall** assure at all times that no section or part of the equipment comes in contact with any energized lines and equipment.
 30. When the basket is in operation in an elevated position another qualified person should be available to operate the controls should the need arise. The lower controls **shall not** be operated except in an emergency or upon the request of the operator in the basket.
 31. When using tools with supply lines (hydraulic, pneumatic or electric) the operator **shall** ensure that supply lines are kept free of the controls.
 32. Adequate clearance **shall** be maintained so that protruding tools in the basket will not come in contact with conductors or other obstructions.
 33. Power tools **shall** be disconnected from the power supply when not in use.
- B. Transferring from basket to tower or structure**
- Employees may transfer from the basket to towers and portable or permanent work platforms using the following procedure:
1. The employee to transfer **shall** remain in the aerial basket in such a manner that the center of gravity of their body will be inside the basket perimeter while detaching the safety strap from the aerial equipment.
 2. The employee **shall not** attempt to climb out of the basket but **shall** remain in the position above until their safety strap or lanyard is attached to the lower or work platform.
 3. When transferring from the lower or work platform the reverse of this procedure **shall** be used.

SECTION 600 OPERATION OF EQUIPMENT

601. GENERAL OPERATIONS

- A. Employees operating vehicles or equipment **shall** be familiar with and abide by pertinent traffic laws and directives of DOTD.
- B. Operators **shall** keep all vehicles clean and free of loose objects that might distract or cause injury to the operator or passengers while the vehicle is in operation.
- C. All unsafe equipment being worked on **shall** have a warning tag on the steering wheel or place where it can be readily seen before the operator can start the equipment.
- D. Before operating equipment at the beginning of the day, a pre-start inspection is required. All windows will be cleaned of ice, frost or other obscuring material and the operator **shall** walk completely around the vehicle/equipment prior to its movement.
- E. When vehicles are stopped along the shoulder and warning signs are not erected, no vehicle will be opposite another vehicle within a distance of 100 feet. The drivers and passengers of such vehicles **shall not** congregate in the traffic lanes.
- F. Equipment **shall not** be stopped or parked on the traveled portion of the roadway except when required in the performance of a maintenance activity and only after the necessary traffic control has been established.
- G. Vehicles/equipment **shall not** be parked or left adjacent to the roadway in such a manner as to constitute a traffic hazard.
- H. When parking non-motorized equipment (trailers, air compressors, tar kettles, etc.) that do not have brakes, the wheels **shall** be blocked to prevent any movement.
- I. In the event visibility makes continued safe operation of the equipment impossible, drivers **shall** pull well clear of the traveled roadway and remain parked until driving can be safely resumed.
- J. When operating equipment for snow removal or sanding operations, caution **shall** be exercised at all times.
- K. All equipment **shall** be secured so it cannot be started or moved by an unauthorized person.
- L. All elevating blades and buckets **shall** be landed at the end of a workday or when the equipment is out of service.
- M. The operator **shall** learn the limitations of operating equipment on slopes or rough haul roads.
- N. The operator **shall** be the only one on the machine when in use. No passengers are allowed. Exception: equipment designed to accommodate more than the operator may be occupied by a supervisor, helper or authorized trainee.
- O. Unauthorized persons **shall not** ride in or operate DOTD equipment except in an emergency situation.
- P. No one except the operator is permitted to ride on trailer or distributor or on any portion of a motor grader, tractor, front-end loader, motorized mower or similar equipment unless the operator requires assistance in performance of an activity.
- Q. Except for the purposes of ingress/egress, vehicle doors **shall** be kept closed whether the vehicle is parked or in motion.
- R. Employees **shall not** be permitted to ride on the hood, running board or fender of any vehicle.

- S. Employees **shall not** project any part of their body beyond the sides of the vehicle.
- T. Employees **shall not** open the door of a vehicle on the side available to traffic until it is reasonable safe to do so and it can be done without interfering with the movement of other traffic.
- U. Drivers **shall not** permit vehicles to be loaded beyond the capacity of the unit. Also, they **shall not** permit material, equipment or miscellaneous gear to be loaded upon a running board, fender, hood or truck box in any manner which would permit any portion thereof to extend beyond the fender line or to extend upwards to heights sufficient to strike overhead wires, garage doors, etc. or in any way interfere with the vision of the operator.
- V. Flags and other warning devices placed upon DOTD equipment **shall** be in accordance with this manual and other DOTD directives.
- W. When any vehicle or equipment has to be pulled, employees **shall** stand clear of the cable, chain, rope or strap used in the process.
- X. Operators **shall** dismount from equipment being loaded unless it is equipped with a cab guard. Even with a cab guard, an operator **shall** dismount any time heavy slabs, etc. that are being loaded.
- Y. Raised hydraulic beds **shall** be blocked for the protection of employees during inspection or repairs underneath the equipment. The prop or block **shall** be sufficient strength to support the weight of the bed.
- Z. All required lights, reflectors and accessories **shall** be maintained and in working condition.
- AA. All operators **shall** adhere to applicable training and the equipment manufacturer's operating instructions.
- BB. The installation and use of seat belts is mandatory on all machinery equipped with roll over protection.
- CC. Refueling **shall not** be done while the motor is running.
- DD. Operators **shall** use equipment only for the purpose for which it is designed.

602. ALL TERRAIN VEHICLES

- A. Employees are required to complete formal ATV training prior to operating an ATV.
- B. A pre-trip inspection of the ATV **shall** be done prior to operation. Besides fuel and oil levels special attention must be paid to tire condition, braking, steering and suspension systems. These are critical to operating safely.
- C. Employees **shall** wear appropriate apparel and personal protective equipment.
 - Appropriate apparel – long sleeve shirt, long pants and over-the-ankle boots
 - Required PPE – DOTD safety vest, approved DOT helmet, goggles or face shield and gloves
 - Recommended additional personal protective equipment – roll bar, seat belt (if equipped with roll bar), chest body armor and kneepads
- D. Employees **shall** read the ATV's Owner's Manual prior to operation.
- E. The weight capacity of the ATV **shall not** be exceeded. Pay special attention to load limits.
- F. The ATV **shall not** be modified without approval from the manufacturer.
- G. Passengers **shall not** be allowed.
- H. Care **shall** be taken when operating an ATV with added attachments or carrying cargo.
- I. The operator is responsible for the proper loading of cargo.

- J. Manufacturers state that ATVs are off road vehicles and are not designed for use on paved surfaces. Thus slow speed Thus ATVs **shall not** be utilized on paved surfaces.
- K. It is the operator's responsibility to be observant of their surroundings at all times.
- L. The operator **shall** operate at a safe speed for terrain and weather conditions.
- M. Emergency lights **shall** be used while in the area of moving equipment or vehicular traffic.
- N. The operator **shall not** perform wheelies, spin outs or horseplay while riding the ATV.
- O. It is the operator's responsibility to remove the key when the ATV is unattended.

603. LIGHT EQUIPMENT

- A. Light equipment **shall** mean all trucks 16,000 GVW or less, passenger type vehicles, wheel tractors, brooms and smaller types of powered or non-powered equipment.
- B. Employees must be familiar with and abide by pertinent traffic laws and directives of DOTD.
- C. All light equipment **shall** be operated in accordance with the manufacturer's specifications, instructions and recommendations.
- D. Safety cages will be installed behind the back seat of carryall, vans and station wagons that transport material above the seatback of the passenger compartment such as iron pins, wooden stakes and instruments of any kind.
- E. Wheel tractors used for mowing **shall** be equipped with two flags or flashing lights mounted at each side of the roll bar or cab.
- F. Guards and shielding on rotary mowers **shall** be in place and in good condition at all times.
- G. Shielding **shall** be installed on the tractor behind the operator's seat as protection from objects that may be thrown from the rotary mower.
- H. When not in use, equipment or tools carried on vehicles **shall** be placed securely in compartments or otherwise fastened.
- I. All one ton or larger equipment **shall** have backup alarms and the alarms **shall** be kept in good working order.
- J. Extreme caution **shall** be used when operating equipment on sloped embankments or near the edge of ruts and hills.
- K. Extreme care **shall** be used when working on or around railroad crossings, particularly where sight distance is limited.
- L. Air booster tanks for brakes **shall** be released when equipment is at rest at the end of the day.
- M. All guards **shall** be inspected regularly and kept in place.
- N. Respirators **shall** be used when performing operations where chemicals are used or where the operations produce dust or any type of fumes that may be injurious to health and cannot be controlled by other means.
- O. All trailers **shall** be equipped with functioning stoplights, directional lights, clearance lights, reflectors and safety chains.
- P. Prior to towing, the tow vehicle operator **shall** inspect all trailers.

604. HEAVY EQUIPMENT

- A. The term heavy equipment **shall** mean equipment performing operations such as excavating, lifting and shaping. Equipment classified as “heavy” requires experienced operators having advanced knowledge of the activities to be performed.
- B. All equipment **shall** be operated in accordance with the manufacturer’s specifications and recommendations.
- C. Special warnings and instructions **shall** be posted and visible to the operator at the controls.
- D. Handholds and steps **shall** be provided for easy access to the equipment cabs.
- E. Heavy equipment should be transported unless the equipment is designed for safe roadway travel.
- F. Never leave the control with a load suspended or permit others to walk under the load.
- G. If the piece of equipment accidentally contacts a power line, the operator **shall** swing the equipment clear. If the equipment cannot be cleared, the operator should stay on the equipment and remain calm until rescue procedures are in place.

605. FIELD OPERATIONS WITH HEAVY EQUIPMENT

A. Mowers

- 1. Operators of mowers **shall** comply with the current “Manual of Uniform Traffic Control Devices” and the manufacturer’s specifications, instructions and recommendations.
- 2. Operators **shall not** allow anyone to ride on any part of a mower while mowing.
- 3. Mowing **shall not** be done with a section of the rotary or wing mower in a raised position on the roadside.
- 4. Mowing against traffic should never be practiced on winding or hilly terrain where sight distance of on-coming traffic would not allow sufficient time to pull onto the roadway for any reason.
- 5. A mower undergoing work repair **shall** be blocked or chained to prevent it from falling.
- 6. Mowers **shall** have a red or orange flag affixed on both sides of the mowing deck while traveling on the road or mowing adjacent to the roadway.

B. Sweepers

All sweeping operations **shall** conform to traffic control and signing procedures as prescribed in the “Manual of Uniform Traffic Control Devices” and the manufacturers operating manual.

C. Spraying

Employees performing spraying operations, or employees coming into contact with spray materials, **shall** have a thorough knowledge of the chemicals being used in accordance with the instructions or recommendations (if any) of the spraying manufacturer.

D. Tree trimming

- 1. All manufacturer’s recommendations and instructions **shall** be followed for the equipment being used for tree trimming.
- 2. All employees using chain saws **shall** have completed DOTD’s Chainsaw Safety and Operations Training.

E. Sanding

1. Operators **shall not** operate the truck with the bed raised to full height. When half a load has been spread, the driver should pull over to the side of the road, raise to bring the remaining material to the rear of the bed, then lower the bed to half height and continue the operation.
2. Keep arms and legs away from the spreader auger when it is in motion.

F. Snooper Operations

1. All Snooper operations **shall** be conducted in accordance with the operating instructions, cautions and recommendations of the manufacturer. The driver and basket operator **shall** read and understand all manufacturers' operating instructions displayed on the unit.
2. The rated workload of the unit **shall not** be exceeded.
3. Interlocks or other safety devices **shall not** be altered or disabled.
4. Employees not authorized or unqualified **shall not** operate this unit. Employees **shall** have proper training prior to being authorized by their supervisor to operate this unit.
5. The minimum crew **shall** consist of a qualified driver and a qualified basket operator. When the platform is deployed in an operating position, a qualified truck driver knowledgeable in the procedures for the retrieval of personnel and/or the platform, **shall** be on the support structure at all times.
6. Prior to using the unit and during use, the driver and basket operator **shall** check the area for operating conditions and limitations including potential hazards.
7. Boarding of the platform **shall** be from the support surface. Climbing over the bridge railing to board the platform is permitted if you are wearing a personal fall arrest system and 100% tied off during the procedure.
8. All occupants of the snooper basket **shall** wear a personal fall arrest system and appropriate personal safety equipment.

G. Excavation

1. All excavation activity **shall** be conducted according to accepted safety practices; the manufacturer's operating instructions for the type of equipment operated and the DOTD Code of Safe Practices Manual.
2. Employees **shall** comply with the Louisiana Underground Utilities and Facilities Damage Prevention Law. In order to locate underground utilities or facilities call Louisiana One Call (Call 811 or 1-800-272-3020 forty eight hours before digging is scheduled. Marks are valid for 10 calendar days. Allow an 18 inch tolerance zone.) No excavation work **shall** be started until efforts have been made to determine if underground utilities or facilities are located in the area. Also, no excavation work **shall** be started after the 10 calendar days have expired.

H. Scaffolding

1. Scaffolds are required for any work that cannot be safely done from the ground by use of a ladder. Front end loader buckets **shall not** be used as a substitute for scaffolding.
2. All scaffolds, ladders, machinery, equipment, and devices **shall** be inspected at frequent intervals while in use. Any scaffold found damaged or weakened **shall not** be used until repairs have been completed.
3. The footing or anchorage for scaffolding **shall** be sound, rigid and capable of carrying the maximum intended load without setting or displacement. Unstable objects such as barrels, boxes, loose brick or concrete blocks **shall not** be used to support scaffolds or planks.

4. Materials being hoisted onto a scaffold should have a tag line.
5. Employees should not work on scaffolds during storms or high winds, or when those scaffolds are covered with ice and/or snow.
6. Tools, materials and debris **shall not** be allowed to accumulate in quantities to cause a hazard.

NOTE: Operation of DOTD equipment not covered in this manual shall be in accordance with generally accepted good operating practices, the manufacturer's instruction, training and SOCL training when applicable.

SECTION 700 ELECTRICAL

701. GENERAL

- A. All electrical receptacles, covers, outlets and wiring **shall** be approved by a national recognized testing laboratory.
- B. Wiring and extension cords **shall** be a 3-wire type or sufficiently grounded.
- C. Portable metal ladders **shall not** be used for electrical work or where they may contact an electrical conductor.
- D. All hand tools used in electrical work **shall** be insulated and in serviceable condition.
- E. All powered hand tools **shall** be double insulated and in serviceable condition.
- F. When electrical circuits are opened for repair, alteration or examination, the circuits **shall** be locked out and/or tagged and closed only by the one who opened the circuit or under the direction of the supervisor. Special lock-out precautions **shall** be taken when the circuit may be energized by an automatic control device.
- G. Employees **shall not** disconnect electrical cords from their socket by pulling or jerking on the cord.
- H. Employees **shall not** place cords under rugs as this will block the path for heat to escape from the cord.
- I. Prior to use employees **shall** inspect electrical cords for damage to insulation, plug or socket. Damaged cords **shall not** be used.
- J. Employees **shall not** exceed the power capacity on an extension cord.
- K. Employees **shall not** use extension cords for permanent wiring.
- L. Extension cords **shall** be protected against accidental damage due to traffic, sharp corners, kinking or pinching.
- M. Extension cords **shall not** be fastened by conventional staples, hung from nails or suspended by wire.
- N. Retractable extension cords should be used where practical.
- O. Make sure plugs fit into outlets properly or overheating may occur.
- P. Do not remove the ground pin (the middle prong) on the plug to make a three-prong plug fit into an outlet with only two holes.

- Q. Employees **shall not** overload outlets. Keep all outlets properly covered with secure plates that cover all wiring.
- R. Never put any object other than the appropriate size plug into an outlet.
- S. Surge protectors should be Underwriters Laboratory or Electrical Testing Laboratories approved.
- T. Each surge protector **shall** be plugged into an outlet and not “*daisy chained*” or “*piggy backed*”.
- U. Do not locate a surge protector where the unit would be covered with carpet, furniture or any other item that will limit or prevent air circulation.
- V. Never use a three or two prong adapter to power a surge protector. It should always have a three pronged ground plug.
- W. Warning signs **shall** be posted at all major electrical installations and high voltage areas.
- X. Loose wires hanging from buildings, poles, or crossing roads **shall not** be touched. **A safe practice is to assume that all wires are live.**
- Y. Caution **shall** be exercised in using portable electric tools in hazardous places, such as damp areas, underneath buildings or where potential contact with water pipes exists.
- Z. All electrical circuits **shall** be tested with a Volt-Ohm Meter prior to service to determine if it is energized.
- AA. Employees **shall not** drill into a wall, ceiling or surface without first locating all electrical wiring and circuits.
- BB. Employees **shall** avoid wearing jewelry while performing electrical work.

SECTION 800 FIRE PREVENTION AND PROTECTION

801. GENERAL

All fire prevention measures **shall** be in accordance with the National Fire Protection Association Codes, Office of the State Fire Marshall regulations and other federal, state or local ordinances.

- A. Internal combustion engine powered equipment **shall** be located so that the exhausts mufflers are well away from combustible materials.
- B. Smoking **shall not** be permitted at or in the vicinity of operations that constitute a fire hazard. “**NO SMOKING**” signs **shall** be posted in these areas.
- C. Leakage or spillage of flammable or combustible liquids **shall** be contained and disposed of promptly and safely.
- D. Fire lanes **shall** be maintained in yards between buildings, fences and stored material and/or equipment. Such fire lanes should be at least 15 feet wide (where practical) and maintained free from accumulation of rubbish, weeds or other combustibles.
- E. Fire extinguishers **shall** be located within a 75 foot radius where flammable or combustible liquids are stored and “**NO SMOKING**” signs **shall** be posted.
- F. The engines of all vehicles/equipment being refueled, pagers and cell phones **shall** be shut off during fueling operations.
- G. Do not enter the vehicle while refueling.

- H. When refueling portable containers, place on the ground and ensure contact with the spout and container.
- I. All employees **shall** be familiar with the location and operation of portable fire extinguishers.
- J. Buildings and applicable vehicles/equipment **shall** have adequate fire protection equipment. Each District Administrator, Executive Director or Section Head is responsible for ensuring that fire extinguishers are properly located in their respective domain.
- K. Districts/Sections will develop a Fire Plan to safely evacuate building occupants. This plan **shall** be included in the Emergency Procedures Plan for the specific location(s) and be posted.
- L. Fire drills **shall** be conducted as required by ORM.
- M. All fires **shall** be reported immediately to the employee's supervisor or to the next level in the chain of command.
- N. Cigars, cigarettes, pipe tobacco, ashes or discarded matches **shall not** be disposed of in waste baskets or other trash containers, but **shall** be discarded in the appropriate receptacles.
- O. Classification of fires:
 1. **Class A Fires:** Defined as fires in ordinary combustible materials such as wood, cloth, paper, rubber and many plastics. Extinguishing agents include water and multipurpose dry chemicals.
 2. **Class B Fires:** Defined as fires in flammable liquids, gases and greases. Extinguishing agents include CO₂ and multipurpose dry chemicals.
 3. **Class C Fires:** Defined as fires involving energized electrical equipment. Extinguishing agents include CO₂ multipurpose dry chemicals and air depletion agents.
 4. **Class D Fires:** Defined as fires in combustible metals such as magnesium, titanium, sodium and potassium. Extinguishing agents have special requirements depending on the type of metal involved.

802. FIRE EXTINGUISHERS

- A. Inspections
 1. All portable fire extinguishers **shall** be inspected monthly.
 2. All employees **shall** be familiar with the location and operation of fire extinguishers.
 3. All office areas, warehouses, shops, equipment storage buildings, etc. **shall** be equipped with fire extinguishers equivalent to the Louisiana State Fire Marshall's current regulations.
 4. Gas pumps **shall** be provided with fire extinguishers equivalent to the Louisiana State Fire Marshall's current regulations.
- B. Extinguishers **shall** be conspicuously located, accessible and securely mounted on a wall bracket. The brackets **shall** have a red background or label and be located in all maintenance shops and other operational areas.
- C. Vehicles and equipment used to transport flammable materials **shall** be equipped with fire extinguishers equivalent to the Louisiana State Fire Marshall's current regulations. A portable fire extinguisher is required for, but not limited to, the following vehicles and equipment: oil distributor trucks, paint strippers, trucks transporting paint, fuel transports, vehicles transporting portable fuel tanks for refueling, and trucks carrying tar kettles.

- D. Extinguishers **shall** be securely mounted in a bracket on the vehicle or equipment and readily accessible.
- E. Extinguishers **shall** be inspected, tagged and maintained in accordance with the National Fire Protection Administration (NFPA) standards.

803. FIXED FIRE EXTINGUISHER SYSTEMS

- A. Employees **shall** be familiar with the employee warning signal installed in areas where fixed gas (ex. Halon) fire extinguisher systems may automatically discharge and create an Immediately Dangerous Life and Health (IDLH) atmosphere.
- B. Employees **shall** immediately leave the area where fixed gas extinguishing systems have been discharged.
- C. Employees **shall not** enter the area where fixed gas systems have discharged until the area has been properly ventilated and tested for oxygen deficiency.

804. SAFE STORAGE/DISPOSABLE OF FLAMMABLE/COMBUSTIBLE MATERIALS

- A. All flammable and combustible liquids in excess of five gallons **shall** be maintained in an approved fire cabinet when stored in alternate locations other than those dedicated solely to flammable and combustible liquids.
- B. Flammable or combustible waste liquids **shall not** be disposed of in all drains, sewers or trash containers, but **shall** be disposed of in accordance with DOTD approved procedures.
- C. All flammable liquids **shall** be kept in approved, properly labeled containers. Large storage containers such as above ground storage tanks **shall** be grounded and the immediate area bermed for containment of the contents.
- D. Waste paper and other combustible materials **shall not** be allowed to accumulate. Weeds and other undesirable vegetation **shall not** be allowed to grow or accumulate adjacent to garages, supply yards, buildings, tanks or any other structure.

805. FIRE DRILLS

- A. The minimum number of fire drills required by ORM **shall** be conducted at each location annually and documented.
- B. Evacuation plans are required to be posted near exits and in other strategic locations in buildings with a single floor. Buildings with more than one floor should have evacuation plans posted next to elevators/stairs and near exits.
- C. Depending on the location, the signal/warning to convey a fire/evacuation drill may vary. Some signals/warnings that can be used are; fire alarms, intercom systems, telephone, two-way radio, whistles, and word of mouth.

SECTION 900 PERSONAL PROTECTIVE EQUIPMENT

901. GENERAL

- A. Personal Protective Equipment (PPE) provided by DOTD **shall** be worn in order to protect employees from exposure to workplace hazards and the risk of injury. When necessary and available, other existing hazard controls **shall** be used in conjunction with PPE to adequately protect DOTD employees from hazards. For guidance on when to use certain items of PPE while performing a job refer to the Code of Safe Practices.
- B. The use of PPE is addressed in this manual, the DOTD Code of Safe Practices, JSA's, various training classes and equipment manufacturer guidelines.
- C. PPE used by one employee should be cleaned and disinfected before being worn by another employee.

1. Loss Prevention Section

- a. Select and recommend purchase of PPE
- b. Review and evaluate PPE Hazard Assessment Forms and recommend any necessary update or new purchase of suitable PPE. This **shall** be required if there is an employee request, a job changes, a supervisor determines the need, a year has passed, new equipment is used and/or there has been an accident.
- c. Maintain records (accident reports, Loss Prevention Committee Meetings, JSA's and Hazard Assessment Certification Forms) in order to access hazards.
- d. Periodically re-evaluate the suitability of previously selected PPE.
- e. Review, update and evaluate effectiveness of PPE use, training and policies.
- f. Provide assistance to supervisors and employees on the proper use, care and cleaning of approved PPE.

2. Supervisors

- a. Supervisors of each work gang/crew **shall** ensure that all required PPE is available and worn as determined by the work being conducted.
- b. **Shall** assess each work area to determine if hazards are present, or are likely to be present, which necessitates the use of PPE. Each assessment **shall** be documented using the PPE Hazard Form. This **shall** be required if there is a supervisory or employee request, a job changes, a super determines the need, a year has passed, new equipment is used, and/or there has been an accident.
- c. **Shall** ensure all PPE Hazard Assessment Forms are signed and given to the Loss Prevention DOTD Program Specialist.
- d. **Shall** maintain records on PPE assignment and training.
- e. **Shall** provide appropriate PPE to employees.
- f. **Shall** train employees on the use of PPE including:
 - What PPE is required when performing job tasks
 - How to obtain the required PPE
 - How to properly use PPE, including properly donning/removing and fit testing PPE

- Limitations of PPE
 - How to care for, store and dispose
 - How and from whom to request assistance concerning PPE
 - Identifying how the agency will enforce proper PPE usage
 - Identifying how the agency will provide for any required medical examinations (i.e. for respirator usage)
 - Identifying how and when to evaluate the PPE program
- g. **Shall** ensure PPE training is documented and kept on file.
 - h. **Shall** ensure employees properly use, maintain and store PPE.
 - i. **Shall** ensure defective or damaged PPE is properly disposed of and replaced.
 - j. **Shall** notify DOTD management and the Loss Prevention DOTD Program Specialist when new hazards are introduced or when processes are added or changed.
- 3. Employees**
- a. Employees **shall** follow all PPE policies and rules. Personnel working on projects/jobs shall use the required PPE for the specific job risks. Employees shall comply with the rules and regulations of contractors while on the work site.
 - b. Properly wearing PPE required
 - c. Attended required training sessions
 - d. Proper care to clean, maintain, store and inspect PPE as required
 - e. Reporting PPE in poor condition to their supervisor and for having the items replaced immediately prior to the start of work.

902. HEAD PROTECTION

- A. Protective helmets (hard hats) designed to reduce electrical hazard **shall** be worn by affected employees when near exposed electrical conductors which could contact the head.
- B. Each affected employee **shall** wear hard hats when working in areas where there is a potential for injury to the head from flying or falling objects or by bumping the head against a fixed object.
- C. Employees **shall** wear hard hats when working with hazardous chemical substances.
- D. Examples of DOTD work functions where hard hats would normally be required:

Note: This list is intended to provide examples only and is not all inclusive.

- Pile and bulkhead driving and repair
- Bridge construction, inspection and repair
- All electrical work involving energized conductors
- Overhead construction and demolition work
- Work in excavators
- Use of pavement breaking devices
- Tree trimming and removal
- Construction of bridges, structures, and walls etc.
- Bridge painting
- Moveable bridge maintenance
- Traffic signal and sign construction, maintenance, and repair

- Herbicide spraying
 - Work sites deemed hard hat areas by contractors
- E.** Hard hats provided by DOTD **shall** meet the requirements of the latest ANSI standard and approved by DOTD.
- Half brim and full brim hard hats **shall** be provided by DOTD.
 - In special operations where hard hat retention is difficult, hard hats with chin straps **shall** be worn.
- F.** Affected employees **shall** have hard hats readily available at all times.
- G.** Hard hats may be worn by an employee at any time.
- H.** Supervisors **shall** ensure that defective hard hats be removed from service and replaced immediately. Requirements for replacement of hard hats will follow the manufacturer's guidelines.
- I.** Hard hats **shall not** be painted or materially altered in any manner and **shall** be worn as intended by the manufacturer and approved by DOTD (i.e. not backwards or sideways).
- J.** Hard hats **shall** be worn on any site designated as a hard hat area.
- K.** Visitors in areas requiring head protection **shall** be provided with a hard hat by the supervisor in charge of the operation.
- L.** Supervisors may require that hard hats **shall** be worn if the risk for potential injury could be eliminated or significantly reduced. Supervisors are encouraged to consult with the DOTD Program Specialist for concurrence.
- M.** Road closures by Police or DOTD that are isolated from through traffic **shall not** require the use of head protection unless overhead work is performed.
- N.** Extreme caution should be observed by employees and supervisors to ensure that hard hats are worn in all environments where the threats of head injuries exist.

903. EYE AND FACE PROTECTION

- A.** Approved eye and face protection **shall** be used by employees when performing work where flying particles or corrosive vapors and liquids are present. Proper selection of eye protection to be worn for any job assignment is determined by the degree of exposure hazards.
- B.** Eye or face protection **shall** be used for the following work activities:
 Note: This list is intended to provide examples only and is not all inclusive.
- Breaking any line which could be under pressure (except when full faced respiratory equipment is used)
 - Using or handling solvents, acid, caustic or other chemicals
 - Performing laboratory work involving chemicals
 - Welding and cutting
 - Automotive repairs
 - Chipping, caulking, grinding, pinching, riveting or scraping material that could cause flying debris
 - Drilling or breaking concrete, brick, stone or metal which may cause flying debris
 - Operating metal or woodworking machinery where chips, splinters or other particles are likely to be thrown (face shields are required for using portable power saws, abrasive metal saws and reciprocal saws)

- Operating tractors/bush hogs, push mowers, weed cutters, chain saws and edgers
- If required by contractors while on their worksite

904. HEARING PROTECTION

- A. Hearing protection for employees exposed to noise levels greater than 85 dB **shall** be required. Disposable ear plugs may be used as a method of noise level control. Cotton is not considered an acceptable substitute.
- B. Employees **shall** wear approved personal hearing protection devices in high-level noise areas.
- C. Only hearing protection devices approved by DOTD **shall** be worn.
- D. Hearing protection equipment **shall** be attenuation tested in accordance with the latest ANSI standard as approved by DOTD and have minimum noise reduction rating of 22 dB.

905. LIFE JACKETS

When working on or above water, United States Coast Guard (USCG) approved work vests, inflatable work vests or personal flotation devices Type III Life Jackets **shall** be worn.

906. RESPIRATORY PROTECTION

- A. Respirators **shall** be worn by all employees exposed to harmful levels of toxic gases, fumes, dusts, vapors or other airborne particulate matter that cannot be controlled by other means.
- B. Only employees who have been medically tested for respiratory diseases, trained and fit tested with respirators **shall** be permitted to use them. DOTD **shall** provide the necessary fit and testing.
- C. Employees **shall** be clean shaven where the respirator contacts the face. Beards or other facial hair **shall not** interfere with the proper fitting of the respirator.
- D. Respiratory equipment **shall** be inspected and cleaned regularly. Defective equipment **shall** be replaced immediately.
- E. Dust and particle masks **shall** be worn when dirt and dust are airborne.
- F. Respirators used for DOTD operations **shall** be National Institute for Occupational Safety and Health approved.

907. HAND PROTECTION

Supervisors **shall** ensure that employees use the appropriate glove for the job being performed (i.e. leather, cotton, rubber, chemical resistant, disposable, etc.)

- A. Hand protection should be worn when employees' hands are exposed to any of the following hazards:
 - Skin absorption of harmful substances
 - Corrosives
 - Electrical, chemical or thermal burns
 - Viral and/or bacterial exposure
 - Severe cuts, lacerations or punctures
 - Abrasions
 - Harmful temperature extremes
 - Vibration protection

- B. Rubber insulating gloves are required for electrical workers. The Hazard Communication Standard provided by DOTD requires the department to inform workers about any hazards in the workplace and explain and provide protective devices, which include gloves.
- C. Federal standards require guards on both hand and portable powered tools and on machinery to protect the body, especially the hands.

908. FOOTWEAR

- A. Federal standards require each affected employee wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects piercing the sole and where employees are exposed to electrical standards.
- B. When operations require working on slippery surfaces, footwear with non-skid oil resistant soles should be worn.
- C. Employees are encouraged to wear the appropriate footwear for the work being performed. District Administrators, Executive Directors and Section Heads **shall** provide guidance for their employees.

909. CLOTHING

- A. Employees **shall** wear the appropriate clothing for the work being performed and the weather conditions. In determining what clothing is suitable, management should consider weather conditions and exposure to occupational hazards. Refer to PPM #64 for DOTD's Dress Code.
- B. Employees working around machinery or rotating equipment **shall not** wear torn or loose fitting clothing.
- C. The loose ends of wiping rags or similar material **shall not** protrude from the pockets.

910. OCCUPANT RESTRAINT SYSTEMS (SAFETY BELTS/HARNESSES)

- A. All employees either operating or riding as a passenger in a state and/or private vehicle on official state business **shall** wear seatbelts and shoulder harnesses (whichever comprises the complete occupant restraint system) in accordance with state law.
- B. It is mandatory that all employees **shall** wear seatbelts when operating DOTD equipment provided by the manufacturer.
- C. Off-road equipment with roll over protection structures (ROPS) requires the use of occupant restraint systems (safety belts). If the equipment is not equipped with ROPS or adequate canopy protection, safety belts are not recommended for use.
- D. All occupant restraint systems **shall** be maintained in good operating condition. Non-functioning restraint systems **shall** be reported immediately to the operator's supervisor.
- E. Operators **shall** ensure compliance with the DOTD Safety Restraint Systems Policy prior to moving the vehicle/equipment.

911. APPROVED SAFETY VESTS

- A. DOTD approved safety vests are defined as meeting or exceeding the latest ANSI/ISEA standard adopted by DOTD.

- B. All employees whose work includes exposure to moving roadway traffic or moving construction equipment **shall** wear a safety vest issued and approved by DOTD.
- C. During low light conditions or inclement weather, employees **shall** have the option to wear the Class 2 safety vest, Class 3 safety vest or rainwear (jacket and bib combination or trench coat).
- D. Night work apparel: The latest ANSI/ISEA standard performance for a Class 3 garment **shall** be worn by flaggers. The Class 3 safety vest can be worn. Also, the Class 2 safety vest and Class E trouser or rain pants ensemble constitutes a Class 3 garment. In order to make other employees more visible at night the Appointing Authority may require employees to wear the Class 3 safety vest or ensemble based on exposure to hazardous vehicular traffic.

912. FALL PROTECTION EQUIPMENT

- A. Approved fall protection systems **shall** meet the latest ANSI/ISEA standard as adopted by DOTD.
- B. Aerial lifts may be used for working at heights; however, all operators **shall** wear approved fall protection and be secured by a lanyard when the working height is six feet or higher.
- C. Employees **shall** wear fall protection equipment when a supervisor determines that they are working at hazardous heights or there is a danger of injury.
- D. Employees **shall** wear fall protection equipment when a supervisor determines that they are working at hazardous heights or there is a danger of injury.
- E. Lanyards **shall** be attached to prevent a free fall of six feet or more.
- F. Lifelines, lanyards and deceleration devices **shall** be attached to an anchorage (capable of supporting 5000 lbs. per employee) that is attached and connected to the body belt or harness in the same manner as it would be when used to protect employees.
- G. Personal fall arrest systems **shall** be regularly inspected. Any component with any significant defect such as cuts, tears, abrasions, mold or undue stretching; alterations or additions which might affect its efficiency; damage due to deterioration; contact with fire, acids or other corrosives; distorted hooks or faulty hook springs; tongues unfitted to the shoulder of the buckles; loose or damaged mountings; non-functioning parts; or wearing or internal deterioration in the ropes **shall** be withdrawn from service immediately, and **shall** be tagged or marked as unusable, or destroyed.
- H. Fall protection equipment and assemblies **shall** be inspected according to the manufacturer's recommendations. Each belt and lanyard **shall** bear manufacturer's recommendations. Each belt and lanyard shall bear manufacturer identification marks.
- I. Employees **shall** properly adjust body belts and harnesses.
- J. Employees **shall** use shock absorber or shock absorbing lanyard whenever possible.
- K. It is the responsibility of supervisors to provide training to their employees on identifying when the selected PPE is necessary, on how to use the equipment, proper care and maintenance of it.
- L. Always read all instructions and warnings contained on and in the product packaging before using any fall protection and equipment.
- M. If there are any doubts about which fall protection product to use, choose the following basic system:
 1. **Full Body Harness with Sliding Back D-Ring:** Should a fall occur, the body harness would distribute the load throughout the body instead of concentrating the forces on the abdomen, as

in the case with traditional body belts. The sliding back d-ring will keep the worker in an upright position in the event of a fall, which allows the worker to remain as comfortable as possible while awaiting a rescue.

2. Shock Absorbing Lanyards with Locking Snap Hooks: Lanyards with built-in shock absorbers reduce fall arresting forces by 65-80% compared to forces generated by traditional lanyards. Locking snaps feature self-closing, self-locking keepers which remain closed until unlocked and pressed open for connection or disconnection. This feature of locking snaps significantly reduces the possibility of accidental disengagement or “rollout”.

3. Reliable anchorage points: Anchor points or attachments **shall** be capable of supporting 5000 lbs. per worker. If there is any doubt about the strength of the attachment point then you **DO NOT ATTACH**.

N. Personnel **shall not** tie off to piping, racks, bracing, ventilation fan housing or any other non-approved locations. Unless permanent, fixed guardrails are specifically engineered and marked as approved anchorage points by a qualified person, they will not be used as anchorages.

913. CHAINSAW CHAPS/PANTS

All chainsaw operators **shall** wear leg protection.

SECTION 1000 / FUEL PUMPS, FUEL TANKS, VENT PIPES AND PROPANE TANKS

1001. GENERAL

- A.** Flammable liquid and gas storage areas **shall** be located where fire brigades or fire departments have access on site.
- B.** Areas used for storing flammable liquid or gases **shall** be segregated from equipment, materials or other structures that could potentially fuel or ignite a fire in a storage area.
- C.** Structures used for the storage of flammable liquids or gases **shall** be of fire-resistant construction and located away from burning, welding and other operations generating heat.

1002. VENT LOCATIONS, ARRANGEMENTS AND COLOR CODING

- A.** Vent pipes from tanks storing Class 1 liquids **shall** be located so that the discharge point is outside of the building, higher than the fill pipe opening and no less than 12 feet above the adjacent ground level. Vent pipes **shall** discharge upward in order to disperse vapors.
- B.** Vent pipes 2 inches or less in nominal inside diameter **shall not** be obstructed by materials or devices that will cause excessive back pressure. Vent pipe outlets **shall** be located so flammable vapors will not enter the building openings or be trapped under eaves or other obstructions.
- C.** If the vent pipe is less than 10 inches in length or greater than 2 inches in nominal inside diameter, the outlet **shall** be provided with a vacuum and a pressure relief device or there **shall** be an

approved flame arrester located in the vent line at the outlet or within the approved distance from the outlet.

- D. Normal venting for above ground storage tanks **shall** be capable of preventing the development of a vacuum or pressure sufficient to distort the roof of a cone roof or tank or exceed the design pressure as a result of filling or emptying and atmospheric changes.
- E. Underground fuel vent pipes and filler pipes **shall** be color coded and marked with an aluminum or metal sign using 2-inch bold black letters on a white background. If practical, the sign's height should only be 24 inches from the ground. If the fill pipe is located under a concrete or asphalt parking or driving area, color coding will be indicated by a painted 46 square inch area.
- F. Propane tanks will be painted a silver and white color and properly marked with 2-inch bold black letters for content and 2-inch bold red letters on a white background with the wording "**FLAMMABLE – NO SMOKING**".

1003. COLOR CODING AND MARKING OF FUEL PUMPS

- A. All DOTD fuel pumps **shall** be color coded as follows:
 - 1. Unleaded fuel pumps will be painted white with a label attached to the pump in a 2-inch bold black letters on a white background stating "UNLEADED".
 - 2. Diesel pumps will be painted green with a label attached to the pump in 2-inch bold black letters on a white background stating "DIESEL".
 - 3. Kerosene pumps will be painted blue with a label attached to the pump in 2-inch bold black letters on a white background stating "KEROSENE".
- B. In ramp areas and pump islands:
 - 1. NO SMOKING, TURN OFF RADIOS, PAGERS, CELL PHONES, ETC. and SHUT OFF ENGINE signs with 2-inch bold red letters on a white background **shall** be posted and visible to employees fueling their vehicles.
 - 2. The hose retractors on the fuel pump **shall** be maintained in operational condition. Retractors will minimize the tripping hazard created by pump hoses.
 - 3. Adequate lighting around the pump island should be provided for night use.
 - 4. All electrical wiring in and around the pump and island **shall** be explosion proof, U/L approved and an enclosed type.
 - 5. Emergency power cutoffs for fuel pumps **shall** be clearly identified, easily accessible and located away from pumps (not more than 100 feet).
 - 6. Fuel pumps should be mounted on a concrete island and protected against collision damage by protective barriers.
 - 7. Turn off ignition switch, exit the vehicle to refuel and remain outside the vehicle until refueling is complete.

1004. PORTABLE TANKS AND ABOVE GROUND STORAGE TANKS

- A. **Portable tanks**
 - 1. No person **shall** transport a portable tank containing a hazardous material unless it is legibly marked with at least 2-inch letters or numerals.

2. Portable tanks with a capacity of 1,000 gallons or more **shall** have the same hazardous material labeled on the two opposing sides and the hazardous material identification number on each end.
3. A portable tank marked with the name or identification number of a hazardous material, may not be used to transport any other material unless the marking is removed and changed to identify the hazardous material in the portable tank. The tank **shall** be purged and cleaned prior to being refilled with another material. (A CDL hazardous material endorsement is required to transport.)
4. All portable tanks **shall** be painted white or aluminum in color with the proper lettering as previously stated in this section.

B. Small portable gasoline tanks

1. **Shall** be secured to prevent splashing or loss
2. **Shall** be stored away from engines or anywhere sparks may occur
3. **Shall** be refilled only when placed on the ground
4. **Shall not** be stored in any DOTD facility occupied by office personnel

C. Above ground storage tanks (Skid Tanks)

1. Above ground fuel storage tanks **shall** be painted white or aluminum color and properly marked for contents with 2-inch bold black letters on a white background with the words “**FLAMMABLE – NO SMOKING**”.
2. All above ground storage tanks **shall** have a fixed ladder and platform if necessary for the fueling of tanks.
3. All above ground storage **shall** be protected from collision by protective barriers or an adequate height berm.
4. Above ground skid tanks **shall** be surrounded by a berm adequate enough to contain the total amount of the tanks contents.

SECTION 1100 DRIVER SAFETY PROGRAM

The Department of Transportation and Development is committed to a continuing proactive program of driver improvement training at all levels. Driver improvement training is intended to increase safety awareness, improve driver behavior and minimize DOTD’s exposure to liability, financial losses, property damage, personal injury and/or fatalities and to implement and monitor agency accountability.

1101. RESPONSIBILITY

- A.** Appointing Authorities are responsible for the implementation and overall compliance of the driver safety program. They are also responsible for the driver authorization process which includes:
1. Conducting an annual review of each authorized driver’s ODR to determine whether they should continue to operate DOTD vehicles/equipment and that the appropriate class of license is maintained for each class of vehicle.

2. Ensuring that a DOTD Authorization and Driver History Form is completed and signed on an annual basis and retained on file for each authorized driver.
 3. Ensuring that each authorized driver's training record is current.
 4. Authorizing the use of any personal vehicles for state business by signing an Authorization and Driver History Form and ensuring that the employee maintains the minimum liability insurance coverage by LA – R.S. 32:900 (B)(S)
 5. Maintaining either a List of Authorized Drivers or Unauthorized Drivers for each Section/District.
 6. Ensuring that fatalities involving CDL drivers are reported directly to the United States Department of Transportation.
- B.** Loss Prevention Section has the overall responsibility for the department's Driver Safety Program. This includes planning, organizing, directing and controlling each aspect of the program. Loss Prevention personnel **shall** advise and assist Appointing Authorities to ensure compliance and the success of the program. Loss Prevention personnel **shall**:
1. Ensure that policies and procedures are established, training is conducted, driving records are maintained and Appointing Authorities are advised of new programs or updates that impact the program.
 2. Upon request of the Appointing Authority, pre-audit all records involving the Driver Safety Program to ensure compliance with ORM.
 3. Assist in maintaining a List of Authorized or Unauthorized Drivers for each Section/District.
- C.** Supervisors **shall**:
1. Ensure that employees complete driver training.
 2. Ensure that all vehicles/equipment provided to employees are in safe operating condition and that daily/monthly inspections are being conducted by vehicle operators.
 3. Ensure that each driver possesses the proper license class and training for the vehicle(s) they operate.
 4. Ensure the completion and accuracy of the Louisiana State Driver's Accident Report Form following a motor vehicle accident. Accident reports **shall** be submitted to ORM and the Loss Prevention DOTD Program Specialist within 24 hours after an automobile accident in a state owned, rented, leased or private vehicle used on official state business.
 5. Contact the Loss Prevention DOTD Program Specialist when a state vehicle/equipment accident involving DOTD employees, third parties, property damage, personal injury or a fatality occurs. Loss Prevention personnel **shall** assist supervisors in the investigation of the accident
 6. Allow only authorized employees to drive on official state business.
 7. Ensure law enforcement personnel are contacted for all motor vehicle accidents involving DOTD and private citizen vehicles or property. The supervisor or Loss Prevention DOTD Program Specialist **shall** obtain a copy of the police report.
 8. Monitor employee vehicle/equipment occupant restraint system usage and strict enforcement for non-compliance.
 9. Contact the Loss Prevention DOTD Program Specialist when an employee reports receiving a driving citation in either a private or state vehicle or his/her driver's license has been revoked.
 10. Employees who drive their personal vehicle on official state business **shall** be required to show their proof of insurance annually.

11. Ensure that all vehicles provided to employees have a current proof of insurance and registration. A copy **shall** be in the vehicle at all times.
12. Ensure that all employees are aware of PPMs, Manuals, etc. that reference driving of vehicles on state time. (Example: PPM 54 Wireless Communication Policy)

D. Employees shall:

1. Ensure that all DOTD vehicle/equipment policies and procedures are followed and that all necessary reports are submitted in a timely manner.
2. Conduct daily or monthly inspections on the appropriate form as required on DOTD vehicles/equipment being operated including, documenting and reporting any unsafe condition(s) or needed repair observed during the inspection.
3. Be responsible for the safe operation of DOTD vehicles/equipment in accordance with state, parish and city law, DOTD's driving improvement courses and Safe Operating Checklist training requirements.
4. Report an accident involving DOTD vehicles/equipment immediately or as soon as possible on the day of the accident to their supervisor.
5. Ensure law enforcement personnel are contacted for all DOTD vehicle/equipment collisions involving the public.
6. Possess a valid driver's license for the class of vehicles/equipment they operate.
7. Be responsible for reporting, in writing, the loss of their driver license and/or the receipt of any written driving citation, warning, violation etc. in a personal or state vehicle immediately to their supervisor. These employees **shall** be required to retake the Defensive Driving Course within 90 days of notification of a conviction. Failure to report an accident, driving citation, or loss of a driver's license shall be cause for disciplinary action up to and including termination.
8. Be responsible for the proper loading, distribution and securing of loads.
9. Be responsible for ensuring that all passengers are properly seated and use the occupant restraint systems provided by the vehicle manufacturer at all times when the vehicle is in use.
10. Be held accountable for throwing litter from their state vehicle onto the roadside.
11. Show proof of insurance annually if they drive their personal vehicle on official state business.
12. **Shall** be responsible for PPMs and other Manuals that reference or supersede this manual on operating vehicles safely while conducting state business.

1102. ENROLLMENT OF NEW DRIVERS

- A. The new hire candidate must provide a copy of their license to the Human Resources Analyst who must email the ODR request to the Louisiana Driver History Records (LDHR) of the OMV.
- B. Any ODR's required for out of state driver's license will be paid for by the employee's district/section.
- C. Once the ODR has been received:
 1. The ODR **shall** be reviewed for valid license, proper license class, expiration date, citation etc.
 2. The new employee (including student workers) must attend Driver Improvement Training within 90 days.

3. A DOTD Authorization and Driver History Form **shall** be completed by the Human Resources Section and forwarded to the Appointing Authority with a copy of the ODR.
4. The Appointing Authority (or his/her designee) **shall** review, sign and date the Driver Authorization form. (This **shall** include student workers.)
5. A copy of the ODR and Authorization and Driver History Form **shall** be sent to the DOTD Program Specialist for the audit files.

1103. DRIVER TRAINING

- A. New employees (including student workers) – within 90 days of employment
- B. Refresher training – every 3 years
- C. Employees with a motor vehicle violation – within 90 days of receipt of a citation in a personal or state vehicle during state business or on personal time

1104. VEHICLE/EQUIPMENT INSPECTIONS

- A. DOTD vehicles and equipment inspections are mandatory and **shall** be conducted as follows:
 1. In vehicles/equipment one ton or greater, an inspection is required daily prior to movement. The inspections **shall** be documented.
 2. In light duty vehicles, less than one ton, an inspection is required monthly. The inspection **shall** be documented on the MV3/MV4 Daily Passenger Vehicle Log.
- B. Any deficiencies, repairs and unsafe conditions:

If involving the safe operation of any department vehicle **shall** be documented on the Operator's Vehicle/Equipment Inspection Guide and Maintenance Report or MV3 and reported immediately to the supervisor. If minor deficiencies are noted, the supervisor can authorize, in writing, the operator to temporarily use the vehicle/equipment until repairs can be made.
- C. Loaned or borrowed:

If the vehicle/equipment is loaned or used by another District/Section or Gang the operator **shall** be responsible for the inspection on the appropriate inspection form.
- D. Recordkeeping:

Vehicle/equipment inspections **shall** be filed monthly for the lifetime of the vehicle or equipment by each Gang or person(s) designated by the Appointing Authority. These inspection records are subject to the annual ORM Loss Prevention Audit/Compliance Review. The Loss Prevention DOTD Program Specialist must have notification of where these files are maintained for ORM Audit/Compliance Review.
- E. Housekeeping:

Materials **shall not** be allowed to accumulate anywhere within the vehicle including truck beds. Materials **shall not** be kept or stored on the vehicle dashboard but **shall** be stored in glove compartments or appropriate storage compartments. Materials **shall not** be placed or stacked in the rear of vehicle in such a way as to block the vision of the rear.

1105. HIGH RISK DRIVER GUIDELINES

A. ORM defines any one of the following driving violations within a twelve month period as “High Risk Driving Behavior”:

1. Three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations
2. A single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated
3. Hit and run driving
4. Vehicular negligent injury
5. Reckless operation of a vehicle or similar violation within a 12 month period

“High Risk Drivers” **shall not** be authorized to drive DOTD vehicles (while on duty) unless written approval is granted by the appointing authority and with the occurrence of the DOTD Loss Prevention Advisory Committee.

B. The following **shall** constitute DOTD’s uniform policy for consideration of waivers of the mandatory driving privilege exclusion for 1st offense/off-duty “High Risk Driver” offenses.

1. Employees whose positions require a valid resident state driver’s license, regardless of class, and operate DOTD vehicles or their personal vehicle on state business on a regular and recurring basis and have notified their supervisor that they have an off-duty/first offense arrest or conviction of a High Risk Driving offense at the beginning of the next work day, the following **shall** apply:

- a. Employees, on the recommendation of their supervisor and Appointing Authority may file a “High Risk Driver Affidavit” for a waiver to the DOTD Loss Prevention Advisory Committee under the provisions of this policy subject to completion of the following requirements:
 - Possession of a “hardship”, temporary or new driver’s license and verification that court mandated programs have been completed and verified by the supervisor
 - Possession of a current proof of insurance certificate
 - Satisfactory completion of an approved Driver Improvement course within the last 60 days
 - Signature and acceptance of a one year probationary period from the date of approval by the DOTD Loss Prevention Advisory Committee and termination of DOTD driving privileges upon a subsequent high risk driving offense (High Risk Waiver Employee Acceptance Form)
 - Monitoring and documentation by their immediate supervisor and Loss Prevention DOTD Program Specialist during the one year probationary period

Note: Failure to report such occurrences **shall** forfeit consideration for a waiver.

- b. The Appointing Authority may submit a request for a waiver with supporting documentation, to the Chairperson of the DOTD Loss Prevention Advisory Committee within 30 days of knowledge of the conviction after evaluation of the following criteria:

- Satisfactory completion of required prerequisites
- Length of employment
- Accident history
- Current ODR from the OMV
- Disciplinary record

- Nature of the position – whether driving is an essential function of the employee’s work
 - The condition and severity of the occurrence attributing to the violation(s) and loss of their driver’s license
2. The Chairperson of the DOTD Loss Prevention Advisory Committee **shall** complete the “High Risk Driver Affidavit Summary.”
- If approved by the DOTD Loss Prevention Advisory Committee the Committee Chairperson **shall** return the “High Risk Driver” file to the appropriate District/Section Appointing Authority within seven days.
 - The DOTD Loss Prevention Advisory Committee Chairperson **shall** indicate to the District/Section the official date to begin the one year probationary period.

SECTION 1200 WATER VESSEL SAFETY

State agencies are responsible for implementing a Water Vessel Operator Safety Program in compliance with L.R.S. 39:1543.IF.

The goal of the Water Vessel Safety Program is to reduce both the number and severity of accidents in state owned water vessels, thereby minimizing the financial impact to DOTD. To accomplish this goal, certified training **shall** be provided, safe working environments encouraged and safety awareness **shall** be promoted for all regular and occasional water vessel operators. Refer to Appendix A for definitions.

1201. RESPONSIBILITY

- A. Appointing Authorities or his/her designee **shall**:
1. Designate which employees are authorized to operate water vessels on state business. A DOTD Water Vessel Authorization/Operator History Form **shall** be retained on file for each water vessel operator. The authorization process **shall** include an annual review of each employee’s or prospective employee’s water vessel operating record and the type of water vessel operated.
 2. Ensure that all employees operating water vessels on state business possess a current certification of training by the LDWF or the United States Coast Guard (USCG) and the authorization form DOTD prior to operating state owned water vessels.
 3. Determine when an employee’s water vessel authorization and operating responsibilities should be revoked. “High Risk” operators **shall not** be authorized to operate state owned water vessels unless written approval is given by the Appointing Authority and with concurrence of the appropriate Loss Prevention Committee.
 4. Identify which employees are to be designated as regular operators or occasional operators.
 - Regular operators – employees whose job duties require him/her to operate a water vessel for state business on a regular basis
 - Occasional operators – employees who may operate a water vessel for state business on an infrequent basis

5. Ensure that all water vessels and accessories provided to employees are reasonably fit for the intended purpose
 6. Ensure that water vessel operators who have violations or negligence on their boating records repeat either the "BoatUS" (or other NASBLS certified) water vessel training course or the refresher course (as appropriate) taught by the Louisiana Department of Wildlife and Fisheries within 90 days of discovery of a conviction. All active USCG licensed captains, operators and pilots **shall** attend basic marine safety seminars every five years.
 7. Ensure that High Risk operators are notified in writing that they are not authorized to operate state-owned/leased/hired water vessels from the date of discovery for a minimum of twelve months and that they **shall** be required to retake the initial "BoatUS" (or other NASBLA-approved) course within 60 days of discovery. (See High Risk Guidelines for more information.)
 8. Ensure that water vessel operators are responsible and accountable for the safe operation of those vessels. They **shall** report any unsafe act or condition accident and/or citation received involving state water vessels to their supervisors immediately or as soon thereafter as possible.
 9. Ensure that the procedures for accident reporting are completed
- B. Water vessel coordinator or designee shall:**
1. Plan, organize, direct and control the water vessel program
 2. Ensure that:
 - Policies and procedures are established and implemented
 - Training courses are conducted and documented
 - Official Driving Records (ODRs) from the Office of Motor Vehicles and Water Operator Records (WORs) from the Louisiana Department of Wildlife and Fisheries are requested and reviewed annually and maintained
 - Authorization/Operating History Forms (DA 2066) are signed and dated by the agency head/designee annually and reviewed no later than forty-five days from the date the ODR is obtained
 - BoatUS course (or other National Association of State Boating Law Administrators approved) and or ORM refresher course statuses are reviewed annually
 - All accidents are reported
 - Employees meet all the requirements to be authorized to operate a water vessel
- C. Supervisors of water vessel operators shall:**
1. Provide time for each employee who needs to be authorized to operate a water vessel attend the Better Boating Course or other required training
 2. Ensure that all of the vessel's accessories provided to water vessel operators are fit for their intended purpose
 3. Ensure that all water vessel policies and procedures are followed
 4. Submit reports within the required time frame
 5. Allow only authorized employees to operate water vessels on state business
 6. Assist in conducting accident investigations
- D. Employees shall:**
1. Only operate a state owned/leased/hired water vessel if authorized to do so

2. Operate state owned/leased/hired water vessels only for state business
3. Only operate the type of water vessel for which they are authorized, licensed and insured
4. Be responsible for the safe operation of the water vessel
5. Report any unsafe condition, accident or citation received involving a state owned/licensed/hired water vessel to their supervisor or designee for mitigation

1202. ACCIDENT REPORTING

- A. A vessel is considered to be involved in a boating accident whenever:
 1. The occurrence results in damage by or to the vessel or its equipment
 2. The occurrence results in injury or loss of life to any person
 3. There is a disappearance of any person onboard under circumstances that indicate the possibility of death or injury
- B. Emergency contact numbers should be posted in the pilot house of every passenger carrying water vessel that operates in navigable waters.
- C. All accidents **shall** be reported to the next level of supervision by the operator having the accident as soon thereafter as possible on the; LDWF form DWF-BIR 010-OP Operator Boating Incident Report or USCG Form 2962 Report of Marine Accident, Injury or Death as appropriate.
- D. Failure of a vessel operator to report any accident **shall** be cause for disciplinary action. (Reference R.S. 34:851.10. The LDWF must be notified within 48 hours if death or injury is involved and within five days if only property damage in excess of \$200.00 is involved.)
- E. The supervisor **shall** investigate all accidents involving DOTD water vessels and/or operators. In investigating complex accidents, the supervisor should request assistance from the Loss Prevention DOTD Program Specialist and/or The Division of Administration's ORM Loss Prevention Unit personnel.
- F. The supervisor of the individual having the accident **shall** assist in completing all required accident reports and ensure their accuracy. Incomplete or inaccurate reports are unacceptable and **shall** be returned for completion or corrected information. The following forms **shall** be readily available and maintained by the supervisor or by location as determined by the Appointing Authority. The Water Vessel Authorization/Operator History Form and the Water Vessel Operating Record (WVOP) should be attached to all serious water vessel accidents.
 - LDWF Forms DWF-BIR 010 Operator Boating Incident Report or USCG Form 2692 Report of Marine Accident, Injury or Death as appropriate
 - Employer Report of Injury/Illness (LDOL-WC-1007)
 - Authorization for Medical Treatment (DOTD 03-18-4162 R 1/07)
 - Report of Marine Accident, Injury or Death (Form CG-2692, R 6/87)
 - Barge Addendum (CG 2692A)
 - Report of Required Chemical Drug and Alcohol Testing Following a Serious Marine Incident (Form CG 2692B R 3/13)
- G. Water vessel accident reports **shall** be forwarded within 72 hours to the Division of Administration, ORM and the Loss Prevention DOTD Program Specialist. The supervisor **shall** notify the Loss

Prevention DOTD Program Specialist immediately or as soon as possible regardless of damage or personal injury.

- When a water vessel accident involves serious injury, fatality or extensive property damage, the supervisor **shall** notify the Appointing Authority and Loss Prevention DOTD Program Specialist and contact the following as required: USCG, LDWF, LSP, ORM and any other agency as necessary. Emergency telephone numbers to all appropriate agencies should be current and readily available.
- H. All water vessel accidents **shall** be reviewed by the appropriate Loss Prevention Committee who **shall** determine whether the accident is preventable or non-preventable. Recommended action for preventable accidents **shall** be forwarded to the location's Appointing Authority.

1203. REPORTING CLAIMS TO ORM

- A. The state's Comprehensive General Liability Coverage provides insurance for water vessel claims involving property damage and personal injury.
- B. All claims involving personal injury, damage to water vessels and/or property are to be reported to ORM. Claims involving serious injury, fatalities or extensive property damage **shall** be reported by telephone to the Appointing Authority and the Loss Prevention DOTD Program Specialist as soon as possible.
- C. Lawsuits, demands, notices, summons or other legal documents pertaining to the claim against DOTD are to be forwarded immediately to ORM.
- D. Any object(s) and/or product(s) that may have caused, contributed to, or that are suspected of causing an accident are to be retained and preserved as evidence.
- E. If a loss occurs or a claim arises, the agency is not to assume any obligation or incur any expense without written authority from ORM.
- F. Any claim paid by legislative approval is to be reported to ORM by Appropriation Official.

1204. PROCEDURES FOR WATER VESSEL

- A. Appointing Authorities **shall** work with their supervisors and Loss Prevention DOTD Program Specialist to identify and include all employees designated to operate a water vessel on a regular or occasional basis.
- B. Water vessel Authorization/Operator History Form **shall** be completed by each water vessel operator.
- C. An authorized list of water vessel operators **shall** be created and forwarded to the LDWF. The list will be reviewed by the LDWF to verify that the employee's Water Vessel Operator Record is in good standing and that they are not categorized as a "High Risk" operator. The authorized list of water vessel operators **shall** include; employee's full name, date of birth and driver's license number.

D. Contact information for LDWF:

LA Wildlife and Fisheries	225-765-2984
Attn: Boating Coordinator	225-765-2982
PO Box 9800	Fax: 225-769-0593
Baton Rouge, LA 70898	

- E.** Return receipt from the LDWF will be received, verifying that all operators are in good standing. If “High Risk” violations are noted, refer to Section 1205.
- F.** Ensure that the required training (as indicated on the Water Vessel Authorization/Operator History Form) is current and entered into the ETRN record. Refer to Section 1205 for training requirements.
- G.** The annual ORM Audit/Compliance review requires that WVOR’s are to be obtained and reviewed annually.

1205. TRAINING

- A.** Ensure that all employees that operate a state-owned/leased/hired water vessel obtain certification by taking either the “BoatUS” (or other NASBLS-certified) water vessel training course or the refresher course (as appropriate) taught by the Louisiana Department of Wildlife and Fisheries prior to operating a vessel.
- B.** DOTD Training personnel **shall** coordinate all boating training with the LDWF personnel and ensure that training is current.
- C.** New employees – **Shall** take the appropriate, required training within 90 days of employment
- D.** Refresher training – **Shall** take the appropriate, required training every 3 years
- E.** Employees with violations or negligence on their boating records **shall** be required to retake the “BoatUS” (or other NASBLA-certified) course within 90 days of discovery of a conviction.
- F.** Employees with a first offense “High Risk” violation on their boating records – **shall** be required to retake the “BoatUS” (or other NASBLA-certified) course within 60 days of discovery of a conviction

1206. HIGH RISK WATER VESSEL GUIDELINES

- A.** ORM defines any one of the following violations within 12 month period as “High Risk Operator Behavior”:
 - 1.** Three or more convictions, guilty pleas and/or nolo contendere pleas for water vessel operation
 - 2.** A single conviction, guilty plea or nolo contendere plea for operating a water vessel while intoxicated
 - 3.** Careless operation
 - 4.** Reckless operation
 - 5.** Negligent homicide
 - 6.** Interference with navigation or similar violation including any civil case for which negligence has been proven within a one year period.
- B.** High Risk Water Vessel operators should not be authorized to operate DOTD water vessels unless written approval is given by the Appointing Authority and with concurrence of the appropriate Loss Prevention Committee.

- C. The following DOTD guidelines **shall** apply for First Offense/Off Duty High Risk Operation offenses that involve employees whose positions require that they operate state owned water vessels on a regular and recurring basis. The employee **shall** notify their supervisor the same day or next scheduled work day of an “on or off duty” high risk water vessel operator violation.
1. The supervisor informs the employee in question that the conditions listed below must be met before a “High Risk Driver Affidavit” is completed, to request a waiver.
 - a. Satisfactory completion of the LDWF Better Boating Course within the last 60 days
 - b. Acceptance, in writing, of a one year probationary period of their state water vessel operator privileges from the date of approval by the appropriate Loss Prevention Committee
 - c. Acceptance that any subsequent water vessel operator violations consisting “high risk” behavior will result in permanent termination of their DOTD water vessel operating privilege
 2. The supervisor submits the completed “High Risk Driver Affidavit” (with attachments) to the Appointing Authority.
 3. The Appointing Authority receives the “High Risk Driver Affidavit” and reviews the following criteria on the employee in question.
 - a. Satisfactory completion of the required prerequisites
 - b. Length of employment
 - c. Accident history
 - d. WVOR from the LDWF or USCG
 - e. Employee’s disciplinary record
 - f. Nature of the position – whether operating a state-owned water vessel is an essential function of the employee’s job duties
 - g. The conditions and severity of the occurrence that attributed to the violation(s) and the loss of their water vessel operator’s certificate
 4. After review, the Appointing Authority signs and submits the “High Risk Driver Affidavit” (with attachments), indicating his/her concurrence for a waiver for the employee in question, to the Chairperson of the Loss Prevention Advisory Committee with a copy to the appropriate Loss Prevention DOTD Program Specialist.
 5. Upon receipt and review by the Loss Prevention Advisory Committee, the Appointing Authority will be notified in writing by the Chairperson of the concurrence of the waiver or other decision reached.
 6. If the waiver is approved, the employee in question will review and sign a “High Risk Driver Waiver Employee Acceptance Form” along with the supervisor and the Appointing Authority.
 7. All documentation that pertains to the high risk water vessel operator will be maintained by a representative determined by the Appointing Authority.
 8. A list of high risk water vessel operators will be maintained by Loss Prevention personnel for audit purposes.

1207. SAFETY INSPECTIONS OF STATE WATER VESSELS

Safety inspections **shall** be done as indicated below and kept on file for the annual audit conducted by ORM.

- A.** Water vessels less than 26 feet – monthly inspection **shall** be required and trailers for these water vessels **shall** be inspected monthly and prior to use.
- B.** Water vessels over 26 feet – monthly inspections **shall** be required and the Water Vessel Inspection Form **shall** be used.
- C.** Marine Vessels under USCG Regulations – There are various types of Marine Vessels owned and operated by the state and any of these types can be classified as either inspected or uninspected vessels.
 - 1.** Inspected vessels – ferries and ferry barges
 - a.** The USCG conducts quarterly inspections in which they inspect the entire vessel, focusing on safety issues and equipment.
 - b.** DOTD performs quarterly pre-inspections, approximately two weeks before the USCG inspections in order to prepare for the USCG inspections
 - c.** USCG inspections include but are not limited to: vessel documentation, firefighting equipment, fire and man overboard drills, steering systems, emergency lights, navigation and running lights, radars, integrity of a vessel’s structure, life preservers, rescue boat and equipment, life rafts and equipment, electrical systems, fire and bilge pumps, main engines, generators, air compressors and general housekeeping.
 - d.** The USCG inspector writes documents, identified as 835’s (Notification of Repair Requirements), upon completion of each inspection and DOTD is given the approximately 30 days to complete the repairs. After the repairs are complete, DOTD notifies the USCG inspector who re-inspects the 835 items to show completion of the repair. The initial and cleared 835’s are kept on the vessel in accordance with USCG regulations. A copy of the USCG’s 835 will be given to the ORM auditor during the audit.
 - 2.** Uninspected (tugs, push boats and landing barges)
 - a.** DOTD performs two inspections per year on all USCG uninspected vessels.
 - b.** The inspections include but are not limited to: vessel documentation, firefighting equipment, steering systems, emergency lights, navigation and running lights, radars, integrity of the vessel’s structure, life preservers, electrical systems, fire and bilge pumps, main engines, generators, air compressors and general housekeeping.
 - c.** The inspection on landing barges include but are not limited to: lights, integrity of the vessel’s structure, electrical systems, wenches, cables and general housekeeping.
 - d.** After the inspection is complete, DOTD’s inspector writes repair requirements and the DOTD will repair these items within approximately 30 days. After the repairs are complete, the same inspector will inspect the repair and note the completion date. DOTD’s inspection document will then show this date and a copy will be given to the ORM auditor during the audit.

1208. STANDARD OPERATING PROCEDURE FOR MAINTENANCE OF MARINE VESSELS

- A. DOTD has maintenance procedures for all marine vessels. The marine engineers fill out a daily engineer's log that includes but is not limited to the following: periodic gauge reading on all engines, greasing schedules, equipment test schedules, condition reports on equipment and repair requests and completion on equipment.
- B. DOTD has also established preventative maintenance programs to conduct on marine vessels.
 - 1. Oil analysis program
 - 2. Fuel additive and analysis program
 - 3. Rust inhibitor and analysis program for coding system
- C. DOTD also follows the manufacturer's recommended procedures for the maintenance of all marine equipment.

SECTION 1300 LABORATORY SAFETY, NUCLEAR GAUGE SAFETY AND HAZARDOUS CHEMICALS

1301. LABORATORY SAFETY

- A. Laboratories **shall** be maintained in a neat and orderly manner.
- B. Adequate ventilation **shall** be maintained at all times.
- C. When opening the door of an oven that contains flammable materials, employees **shall** stand to one side.
- D. PPE applicable to the operation being performed **shall** be worn.
- E. Employees **shall** only operate equipment they have been trained to use.
- F. Use carts or hand trucks whenever possible to move extra-heavy samples.
- G. Carefully store flammable waste away from heat sources.
- H. Appropriate respiratory equipment **shall** be used when air containment concentrations are not adequately controlled.
- I. All equipment **shall** have necessary guards in place.
- J. All hoods **shall** be inspected annually.
- K. Access to emergency equipment, exits and controls **shall not** be blocked.

1302. NUCLEAR GAUGE SAFETY

- A. Transportation
 - 1. The nuclear gauge **shall** be transported in the appropriate properly secured legible container.
 - 2. The bill of lading **shall** be carried in the cab of the vehicle transporting the gauge.
 - 3. The source certificate, emergency contact numbers and emergency procedures must be kept with the gauge.
 - 4. The gauge should not be transported in the passenger compartment of a vehicle.

5. If a pickup is used for transportation, the transport case must be securely locked and the case must be chained and locked to the vehicle.
6. The transport case must be positioned to prevent shifting under normal transportation conditions.

B. Operation

1. Operators **shall** be certified to use the nuclear gauge.
2. The gauge **shall** be used in accordance with the instruction book that accompanies the gauge.
3. The operator **shall** be monitored for exposure to radiation. The film badge, control badge or other approved dosimeter **shall** be worn at all times during transportation or working with the nuclear gauge.
4. The user **shall not** permit untrained or unauthorized personnel to handle the nuclear operation.
5. The user **shall not** allow untrained or unauthorized personnel near equipment when in use.
6. The user **shall not** wear another person's badge.
7. Eye protection **shall** be worn when driving the pin for the direct transmission rod.

C. Storage

1. The radiation hazard sign **shall** be posted where gauges are stored.
2. The nuclear gauge is not to be stored in an office or other area where people are located.
3. The nuclear gauge storage area **shall** be kept locked even when the gauge is removed from use.

1303. HAZARDOUS CHEMICALS

A. Purpose

To ensure that the hazards of all chemicals utilized at DOTD are handled, stored and dispensed according to regulatory guidelines.

B. Responsibilities

Supervisors **shall** ensure that individuals working with or near hazardous materials are informed of proper handling, dispensing and storage of materials to reduce accidents and injuries in the workplace environment.

C. Guidelines

1. Review the chemical label and material safety data sheet (MSDS) for recommended storage, handling and use.
2. MSDS's **shall** be kept on file for all chemicals used for storage.
3. Access to chemicals should be limited to authorized personnel.
4. Stored chemicals **shall** be stored in an appropriate storage area.
 - Chemicals should be removed from storage as needed.
 - Unused chemicals should be returned to the appropriate storage after use.
 - Separate partitioned storage areas should be used for corrosive, toxic oxidizers and flammable chemicals.
 - All storage areas **shall** be properly identified.
 - Flammables **shall** never be stored close to any source of heat or ignition.
 - Warning signs **shall** be posted on flammable storage areas.

5. Follow recommended manufacturer guidelines for personnel protective clothing and equipment when handling, dispensing or storing chemicals.
6. Spills and leaks **shall** be reported immediately to the appropriate supervisor.
7. Uncontrolled spills or breaks **shall** be reported to the supervisor or DOTD Program Specialist so that properly trained response personnel can be notified.

APPENDIX A – DEFINITIONS

- **Accident** – An unplanned occurrence in a sequence of events that produces unintended injury, death or property damage.
- **Accident Form** – There are several forms used in incident/accident reporting. Please refer to the Loss Prevention Site under Operations on the DOTD Intranet.
- **Authorization and Driving History Form** – This form is maintained by DOTD on each employee who drives state, rental and personal vehicles on state business. The form indicates when the employee was authorized to drive, the type of vehicle(s) the employee is authorized to operate and information regarding the employee’s driving record.
- **Boating Accident** – A collision or other event involving an undocumented vessel. A vessel is considered to be involved in a boating accident whenever the occurrence results in damage by or to the vessel or its equipment, an injury or loss of life to any person or the disappearance of any person form onboard under circumstances that indicate the possibility of death or injury. A boating accident includes, but is not limited to; capsizing, collision, floundering, flooding, fire, explosion and the disappearance of a vessel other than by theft.
- **CDL** – A commercial driver’s license as defined by the United States Department of Transportation.
- **Certificate of Number** – The registration for boats in the state where the boat is principally used, similar to the registration of automobiles.
- **Classes of Motorboats:**
 - Class A – Less than 16 feet in length
 - Class 1 – 16 feet to less than 26 feet in length
 - Class 2 – 26 feet to less than 40 feet in length
 - Class 3 – 40 feet to less than 65 feet in length
- **Designee** – Individual(s) specifically designated by the Section Head or Appointing Authority to review Operator Driver Records (ODR’s) and authorize employees to operate state vehicles and/or equipment.
- **Driver’s License** – A license issued by the employee’s resident state Office of Motor Vehicles authorizing that person to operate specific classes of United States vehicles and/or equipment.
- **Hardship License** –A restricted license issued administratively in accordance with statuses or by order of the court to an individual whose driving privileges are under suspension. This type of license allows the individual to drive during the period of suspension with restrictions on that reason and/or routes and times to travel for the purpose of earning a livelihood for the necessities of life.

- **High Risk Driver/Operator** – Individuals having three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations; or individuals having a single conviction guilty plea or nolo contendere for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within a one year period.
- **Incident** – A non-medical injury or near-miss event that could have caused serious injury or property damage.
- **Inland Waters** – The diving line between inland and international waters as established by the Coast Guard. It is used only for the purpose of the Rules of the Road and enforcement of the inland Rules of the Road. It has no connection with the territorial waters, high seas or other terms denoting general jurisdiction or law enforcement except as it applies to laws relating to the navigation of vessels.
- **Job Safety Analysis** – A procedure used to review work methods and identify hazards that may result in incidents or accidents.
- **Maritime Accidents** - An accident, collision or other event involving a state water vessel and/or boat. A boating/water vessel accident includes but is not limited to: capsizing, collision, floundering, flooding, fire, explosion and disappearance of a vessel other than by theft.
- **Motor Vehicle/Equipment Accident** – An accident resulting from the operation of licensed and unlicensed (off-road) vehicles and equipment.
- **Motor Vessel** – Any vessel more than 65 feet in length which is propelled by machinery other than steam.
- **Motorboat** – Any vessel 65 feet in length or less, which is propelled by machinery, including steam, except for tug boats and tows boats.
- **Navigable Waters** – Waters which are in fact, navigable and which by themselves, or their connection with other waters, from a continuous channel for commerce with foreign countries or among the states. In general this term can be applied to waters that have been navigable in the past, even though not navigable in fact at the present time.
- **Non-Preventable Accident** – An accident in which the employee did everything reasonably possible to prevent the occurrence.
- **Operator Driver Record (ODR)** – The official operator record maintained by the state’s Office of Motor Vehicles on each licensed driver. (This includes the class of license, current status and a five year history of driver violations and accidents.)
- **Passenger Carrying Vessel** – Any vessel that carries more than six passengers, and which is propelled in whole or in part by any form of mechanical or electrical power and is of fifteen to one hundred gross tons.
- **Personal Flotation Device (PFD)** – Coast Guard approved life preservers, buoyant vests, ring buoys, special purpose water safety buoyant devices or buoyant cushions in good and serviceable condition.
- **Personal Injury Accident** – An accident requiring medical treatment by a physician, clinic, or hospital and reimbursement from the Office of Risk Management (ORM) including fatalities.
- **Preventable Accident** – An accident in which the employee did not do everything reasonably possible to prevent the occurrence.

- **Shall** – The word “shall” when shown in **boldface** type, means an act or safety precaution is mandatory for all DOTD personnel in the performance of their duties.
- **State Vehicle** – Any licensed vehicle or off-road equipment owned, leased or rented by the State of Louisiana. It includes any privately owned vehicle used in the course and scope of employment.
- **State Vessel** – Any water vessel owned, leased and/or rented by the State of Louisiana. It also includes any privately owned vessels used in the course and scope of employment. Only privately owned vessels properly licensed, certified, insured and pre-authorized can be used. The only exception is when a private vessel is commandeered in emergency situations.
- **Unsafe Act** – An act that may cause or contribute to an incident/accident resulting in an injury, fatality or property damage.
- **Unsafe Condition** – The potential or actual condition of materials, environment, or equipment that may cause or contribute to an accident or incident.
- **Water Vessel Authorization/Operator History Form** – This form is maintained by the agency on each employee who operates a vessel on a regular basis. The form indicates when an employee was authorized, the type of vessel the employee may use and information on the vessel operator’s record.
- **Water Vessel Operator Record** – Record maintained by the Department of Wildlife and Fisheries Enforcement Division on each operator in the State of Louisiana containing history of boat violations and accidents.

APPENDIX B – EXAMPLES OF SAFETY EQUIPMENT

The following is a partial list of routine operations performed by DOTD personnel and includes the minimum PPE required to perform these tasks. These minimums may be exceeded where unusual conditions exist (i.e. heavy clothing in cold weather). Additional PPE may be required if determined by the supervisor.

- **Aerial basket (bucket truck, snoopers, etc.) and other operations more than the 6 feet above the surface of ground or water:** full body harness with retractable lanyard, hard hat or life jacket
- **Battery charging:** eye protection and rubber gloves
- **Bench/stand grinder operations:** eye protection and leather gloves (hearing protection is recommended)
- **Chain saw operators:** eye protection, chaps, hard hat, hearing protection, gloves and no loose clothing (safety-toed shoes are recommended)
- **Chipper operations:** hard hat, hearing protection, no loose clothing, eye protection and close fitting gloves
- **Electric saw operators:** eye protection and no loose clothing (gloves and hearing protection are recommended)
- **Exposure to toxic vapors or dust:** the appropriate type of respirator, eye protection and an exhaust fan or other ventilation system
- **Flag person:** hard hat (when required) and vest (eye protection is recommended)
- **Glass bead handling:** eye protection (gloves are recommended and a safety vest is required if exposed to moving traffic)
- **Herbicide machine operators working outside of an enclosed cab:** face shield, rubber gloves, rainwear (as required), rubber boots and a respirator (as required by MSDS) (A safety vest is required if exposed to moving traffic.)
- **Hot asphalt operations:** face and eye protection when exposed to splash or spray hazard and gloves equipped with gauntlets (A safety vest is required if exposed to moving traffic and/or equipment.)
- **Impact wrench operations:** Eye protection, hearing protection and leather gloves
- **Jack hammer operations:** eye protection, hard hat (when required), hearing protection (for sound levels in excess of 85dB), anti-vibration gloves, steel-toed foot protection and shin guards (A safety vest is required if exposed to moving traffic.)
- **Lawn mower operations:** eye protection (face and shield goggles) and hearing protection (Safety-toed shoes and a dust mask are recommended. A safety vest is required if exposed to moving traffic.)
- **Lawn edger operations:** eye protection (face and shield goggles) and hearing protection (Safety-toed shoes and a dust mask are recommended. A safety vest is required if exposed to moving traffic.)
- **Litter pickup crew:** safety vest, leather gloves and eye protection (safety shoes are recommended)
- **Lumber/guard rail post handling:** hard hat (when required), gloves and safety-toed shoes (long sleeves are recommended) (A safety vest is required if exposed to moving traffic and/or equipment.)

- **Multi-rim tire inflation:** eye protection, tire cage, inflator gauge with snap-on-chuck and leather gloves
- **Power-actuated hand tool operators:** eye protection and hard hat (gloves are recommended for certain jobs)
- **Removing traffic buttons:** eye protection, gloves and safety vest (safety shoes are recommended)
- **Survey crew members:** safety vest (if exposed to moving traffic and/or equipment) and the proper footwear for the environment
- **Tractor mower operations:** eye protection and a dust mask (A safety vest is required when exposed to moving traffic and/or equipment when mounting and dismounting).
- **Tree trimmers:** hard hat, eye protection, safety hearing protection and leather gloves (safety shoes are recommended) (A safety vest is required if exposed to moving traffic and/or equipment)
- **Weed eater operations:** eye protection and hearing protection (leather gloves is recommended) (A safety vest is required if exposed to moving traffic.)
- **Workers handling heavy items:** gloves and the appropriate material movers, i.e. dollies, forklifts, roller devices, etc. (safety-toed shoes and a support belt are recommended)