



**Office of Human Resources
Standard Operating Procedure
HR SOP #902**

Subject: Workplace Safety

Effective Date: August 16, 2018

Policy Statement:

The Department of Natural Resources (DNR) is committed to the safety of its employees. The Department will establish and inform employees about safe operating procedures. Within budgetary constraints, DNR shall provide the necessary safety equipment and facilities designed to reduce risks and maintain a safe environment in which visitors can be accommodated and employees and contractors can work.

Definitions:

None.

Procedure:

Division Directors shall implement this procedure and shall establish practices, procedures and conditions within their Division that will promote safety for employees and visitors.

DNR Safety Committee:

A safety committee led by the Safety Coordinator from the Office of Human Resources, and comprised of Department of Administrative Services (DOAS) Risk Management representative(s) and members from each DNR division, will meet periodically to discuss safety and loss control issues. The committee will make safety decisions and provide guidance. Information from these meetings should be communicated by the committee representatives to local site safety representatives to implement safety recommendations and correct safety concerns.

DNR Safety Manual:

DNR has developed a *DNR Safety Manual* to be used by each Division.

The DNR Safety Manual includes:

- Part 1 – General Safety
- Part 2 – Summaries of Commonly Used Safety Procedures
- Part 3 – Equipment Safety

The DNR Safety Manual is located on the DNR Intranet in the Human Resources section under the title '*Workplace Safety*' at <http://dnrintranet.org/hr/workplace-safety>.

All DNR employees are required to read the DNR Safety Manual and complete and sign the *Acknowledgement Statement – DNR Safety Manual* (Attachment 1) which is also included in the manual. Supervisors will keep the acknowledgement statement in the employee's management file.

Manager's Responsibilities:

For the safety of your employees:

- Realize the key role that managers play in employee safety in the workplace;
- Take a preventive approach;
- Be proactive;
- Identify and correct hazards in the workplace;
- Assure that employees are trained in safety practices for their job duties;
- Assure that safety practices are reviewed and updated as needed;
- Address employee safety concerns; and
- Follow the supervisor's responsibilities in the DNR Safety Manual.

Employee's Responsibilities:

Employees assume the ordinary risks of employment and should exercise ordinary care and their own skill and diligence to protect them in the workplace. Employees with workplace safety concerns should inform their managers so their concerns can be addressed.

For workplace safety:

- Take a preventive approach;
- Be proactive;
- Perform work in a safe manner;
- Be aware of hazardous conditions and correct or avoid them, as much as possible;
- Exercise good judgment;
- Understand that safety is everyone's responsibility; and
- Follow the employee's responsibilities in the DNR Safety Manual.

Emergencies/Disasters:

All DNR locations shall have written plans addressing emergency and disaster planning and response. All employees are expected to familiarize themselves with this information.

On-the-Job Injury and Illness:

Any on-the-job injury or illness should be reported to a manager. Additional direction regarding reporting, treatment and employee rights regarding the injury/illness is located in HR SOP #507, *Workers' Compensation*.

Training:

The Department of Administrative Services provides training regarding various workplace safety topics. Managers are encouraged to make this training part of their local safety program. The training DOAS provides can be found at <http://doas.ga.gov/risk-management/risk-management-education-and-training>.

Employees are encouraged to view workplace safety videos (about bomb threats and active shooters) provided on the agency intranet at <http://dnrintranet.org/hr/training>.

Attachments:

Attachment 1 – *Acknowledgement Statement – DNR Safety Manual*