



# Bridge Safety Action Plan

## ODOT Occupational Safety and Health Policy

- Provide a safe and healthful environment for all employees - safety must be part of every operation.
- ODOT is committed to a safe and healthy workplace
- Compliance with all state and federal regulations is required.
- Safety is a fundamental responsibility of every employee
- Safe practices and methods must be considered equally with other organizational objectives such as cost control, quality and productivity.

To provide a safe and healthful environment for all employees the following will be initiated.

## Bridge Section Management Responsibilities

- Identify safety related roles and responsibilities.
- Raise the level of involvement, communication, education, and accountability.
- Proactively integrate employee safety and health into routine business meetings and business practices
- New Employee Orientation
- Provide knowledge and skill training
- Integrate into position description and expectations discussion
- Coach and counsel - performance reviews
- Acknowledge safe behaviors - positive reinforcement
- Discipline if necessary
- Raising the level of knowledge and involvement in safety and health issues by:
  - *Checking in with employees on a routine basis.*
  - *Actively observe and act upon work unit safety and health concerns.*
  - *Investigate accidents and injuries ASAP and take appropriate action, do not wait*
  - *If employees raise safety and health concerns, acted upon them and keep the employee engaged.*
  - *Review these safety measures at least annually through performance planning and/or performance appraisals.*
  - *Proactively think about the following: Patterns, observation of unsafe behavior, and accident history .*
  - *Recognize the differences in work environments, respective areas of focus and associated risk points.*
  - *Have each work unit develop their own list of work environment Safety Indicators.*
  - *Set a positive example.*
  - *Maintain an Electronic File showing staff safety training Needs, Classes Scheduled, and Classes Completed.*



## Required Safety Training / Certification Checklist

<b>Defensive driving</b>	<b>One time prior to driving a State Vehicle</b>
Performing a Job Hazard Analysis	At least once
<b>Fall Protection / Self Rescue</b>	<b>Renewal: Office (2 yrs) - Field (4 yrs)</b>
Work Zone Traffic Safety / Parking	Prior to being responsible for traffic control
<b>Bucket Truck Certification</b>	<b>Certification required prior to using or riding in a man-lift</b>
Medic 1st Aid / CPR / Blood Bourne Pathogens	Prior to going to field - Renewal : every 2 yrs
<b>Personal Protective Equipment</b>	<b>At least once prior to going to field</b>
Confined Space Awareness	At least once prior to going to field
<b>Confined Space Entry</b>	<b>At least once prior to entering a known Confined Space</b>
Respirator Fit	Prior to entering a Permit Entry Required Confined Space
<b>Work Platform Safety &amp; OSHA regulations</b>	<b>Prior to entering construction site</b>
Ladder safety & OSHA regulations	Prior to entering construction site
<b>Shoring safety &amp; OSHA regulations</b>	<b>Prior to entering construction site</b>
Safety around construction equipment	Prior to entering construction site
<b>Hazardous Material Awareness</b>	<b>Prior to entering construction site</b>
Lockout / Tagout	Prior to entering construction site
<b>Slips / Trips / Falls</b>	<b>Prior to going to field is available</b>
Violence in the Workplace	Is available

## Bridge Section Employees Responsibilities

- **Follow safe work practices by performing your job in a safe manner.**  
(Be familiar with and follow ODOT Working Alone Guideline)
- **Stop work where hazards are not controlled or conditions change**
- **Identify and report unsafe conditions - correct conditions, if appropriate**
- **Utilize and follow ODOT safety policies, programs, standards, and guidelines**
- **Follow the Safety Indicators developed by your work unit**
- **Participate in safety committees / meetings**
- **Acknowledge the efforts of co-workers in safe behaviors**
- **Tailgate Party - Discuss generic and site specific Job Safety Analysis**  
\* Emphasis the complete itinerary (arriving, parking, to leaving site)
- **Review Accidents - Lessons Learned**
- **Emergency Prep / Evacuation Plan**
- **Recommend improvements for safety and health in the workplace - provide feedback.**
- **Periodically assess condition of PPE equipment; replace as needed; evaluate storage area and gear bags.**
- **Actively keep work space tidy.**



## Bridge Safety Action Plan

### Bridge Section Safety Indicators

- Safety discussions are included in appropriate meetings and safety reminders are periodically disseminated to staff
- Required job related safety training is provided (shown above)
- Proactively test Confined Spaces and Disseminate currently known unsafe air quality testing report information
- Maintain an active list of known bridges that contain unsafe air quality issues
- Require use of Air Quality Testing Equipment in all confined spaces
- Two person field teams are used where possible : A traffic spotter is required when working close to existing travel lanes.
- ODOT Working Alone Guideline is being followed (contacts with region TMOC's)
- Raise standard bridge rail to 42" height or provide acceptable tie-off facilities
- Assure all utilities are properly labeled, note where they are not  
(Type of Utility, Company Name, Contact Name, Address, Phone Number)
- New Employee Orientation Plan is given to all new staff:  
(office evacuation plan, location of 1st Aid Kits, location and operation of fire extinguishers)
- Office Safety Inspection Walk-arounds are periodically performed and followed up on to assure progress is being made
- Storage areas are properly organized : construction materials, office furniture, field gear - work areas are tidy.
- Office Ergonomic Measures are available
- Workplace fatigue and stress are minimized by tempering number of hours worked

