



TRANSPORTATION
CABINET
Secretary's Office of Safety



EMPLOYEE SAFETY HANDBOOK

REV. 2025



TRANSPORTATION
CABINET
Secretary's Office of Safety

For questions regarding the content of this handbook, contact:

Secretary's Office of Safety
Transportation Cabinet Office Building, 6th Floor
200 Mero Street
Frankfort, KY 40622

For questions regarding the online version of this manual or to request physical copies, contact:

Organizational Management Branch
Office of Human Resource Management, 6th Floor
Transportation Cabinet Office Building
200 Mero Street
Frankfort, KY 40622

CONTENTS

Section	Page
100 Introduction	2
101 Purpose of This Handbook	2
102 This Handbook May Save Your Life	2
200 Safety Roles & Responsibilities	3
201 Why Do We Have A Safety Program?	3
202 Responsibilities	3
203 Your Safety – A Team Effort	4
204 Safety Violations	5
300 Planning to Work Safely	6
301 Job Hazard Analysis (JHA)	6
302 Job Planning	6
303 Job Safety Briefing	7
304 Personal Risk Decisions	8
400 Safety Training	9
401 Safety Training	9
500 Incident Reporting & Review	11
501 Responding Safely	11
502 Incident Reporting Responsibilities	11
503 Incident Reporting Process	12
504 Incident Reviews and Learning	12
505 Medical Treatment & Workers' Compensation	13
600 Personal Protective Equipment	14
601 Role of PPE in Safety	14
602 Obtaining PPE	14
603 Usage Requirements	15
604 Maintaining & Replacing PPE	16

Section	Page
700 Injury & Damage Prevention	17
701 Training & Qualification	17
702 Driving or Operating KYTC Vehicles & Equipment	17
703 Roadway Work Zones and Traffic	18
704 Working Near Equipment	18
705 Trenches & Confined Spaces	19
706 Working at Height or Above Ground	19
707 Environmental & Weather Concerns	19
708 Mowing, Tree, & Brush Operations	20
709 Facility Safety	21
710 Equipment Maintenance & Fueling	21
711 Lifting and Moving Items	22
712 Work Over / Near Water	22
800 Engaging in Safety	23
801 Engaged Safety Leaders	23
802 Safety Committees	23
803 Sharing Safety Opportunities	24
900 Emergency Action Plans	25
901 Planning for Emergencies	25
902 Initial Action Guidelines	25
903 Facility Emergency Action Plans	26
1000 Employee Resources	27
1001 Beyond this Employee Handbook	27
1002 Safety & Health Administration Guide	27
1003 KYTC Safety Internet Home	28
1004 Kentucky Employee Assistance Program (KEAP)	28

101 PURPOSE OF THIS HANDBOOK

This handbook is to provide new and current employees with an introduction to and overview of the KYTC safety vision and how each employee can engage in both their personal safety and the team's safety outcomes. We will present basic information on key concepts that will be built on through trainings, presentations, newsletters, and other means over time. Throughout this handbook, you will find references (links) that will point you to additional resources and details of our programs and policies.

The information presented in this handbook is not inclusive of all policies, standards, statutes, or guidance related to workplace safety. The *KYTC Safety and Health Administration Guide* and *General Administration and Personnel Guidance Manual* are the official policy documents and will supersede this handbook where a discrepancy or conflict exists.

102 THIS HANDBOOK MAY SAVE YOUR LIFE

KYTC requires that all employees read and understand this *Employee Safety Handbook* for one primary reason....there is information here that may potentially prevent you from suffering a work-related illness or injury that may be life altering, life-threatening, or even fatal. No matter your work history, your personal skill or experience level, or what your job at KYTC involves, our goal is for you to have a productive and rewarding day at work, then to leave your work each day healthy and uninjured. So please....invest the time to thoroughly read this handbook. After doing so, if you have any questions please do not hesitate to ask for clarification from your supervisor or any KYTC safety team member.

201 WHY DO WE HAVE A SAFETY PROGRAM?

Why do we have a safety program? It's simple – We care about you and the people who depend on you. We are committed to you ending every workday by returning home to your family uninjured and healthy. To accomplish this, KYTC and you have responsibilities.

202 RESPONSIBILITIES

KYTC as your employer is responsible to:

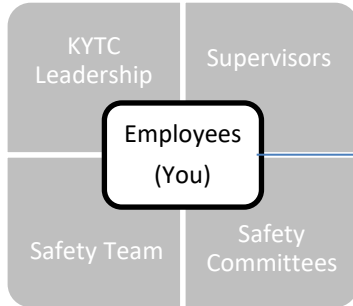
- ❖ Provide a workplace free from known health and safety hazards.
- ❖ Provide training and information on hazards in your work and furnish personal protective equipment (PPE) required for your expected hazard exposure.
- ❖ Never require you to work in a manner or environment that is an imminent hazard.
- ❖ Allow you to exercise your rights to a safe work environment under federal law without retaliation.

As an employee YOU are responsible to:

- ❖ Comply with all applicable safety and health standards, policies, procedures, and rules.
- ❖ Use the recommended safe methods, tools, and required personal protective equipment (PPE).
- ❖ Report unsafe acts, equipment, conditions, and incidents promptly.
- ❖ Participate in job briefings, training, and contribute ideas and suggestions for improved safety practices.
- ❖ Never perform a task if you don't have the knowledge, experience, required tools, or PPE.
- ❖ Stop work if a hazard is seen that you feel is an imminent hazard, and notify your supervisor.

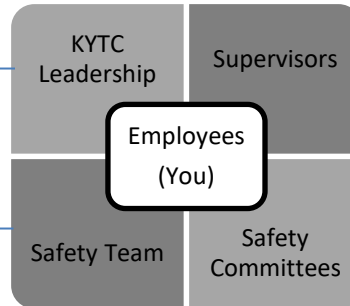
203 YOUR SAFETY—A TEAM EFFORT

You as an employee are the center of our safety program, but surrounding and supporting you is a team:



- ✓ Choose to engage in safety for you and your team.
- ✓ Choose courage and positivity daily over easy & negativity.
- ✓ Embrace positive change.
- ✓ Share ideas, experiences, and knowledge.
- ✓ Lead others in safety no matter where you are in the organization.

- ✓ Sets vision & expectation for safety.
- ✓ Provides resources.
- ✓ Empowers employees.
- ✓ Leads by example.
- ✓ Shares vision & values.
- ✓ Sets safety programs & policies.
- ✓ Provides training & technical advice.
- ✓ Learns from incidents.



- ✓ Operate with safety.
- ✓ Equip & empower the team.
- ✓ Convey safety expectations.
- ✓ Lead by example.
- ✓ Engage employees in solutions.
- ✓ Provide a voice for employees.
- ✓ Share ideas & knowledge.
- ✓ Influence other employees.

204 SAFETY VIOLATIONS

Finding fault or blame is not productive to encouraging open communication or preventing incidents. Openly sharing incidents or hazards is the key to learning, with the goal of putting controls in place to prevent future incidents. Our primary goal is to implement effective corrective measures to help prevent injuries and incidents; however, we cannot allow negligence or intentional disregard of safety policies or statutes that may result in injuries or property damage.

Any intentional act that creates an injury, imminent hazard, or potential threat to safety or health of you or another employee is NOT permitted and will result in disciplinary action, including but not limited to:

- ❖ Action to override, bypass, remove, or disable any machine guard, interlock or other safety device
- ❖ Latching seatbelts behind you or using a device to “cheat” GPS reporting on seatbelt use
- ❖ Intentional non-use of required PPE, equipment, or work process hazard control
- ❖ Horseplay or pranks with a foreseeable potential to result in harm

Employees who violate KYTC safety and health program policies and procedures, or commit acts that cause or are likely to cause harm to themselves, coworkers, the public, or property, shall be subject to disciplinary action up to and including dismissal. See Chapter 900 of KYTC’s *General Administration and Personnel Guidance Manual* for additional information on employee discipline, grievances, and complaints ([GAP-901](#)).

301 JOB HAZARD ANALYSIS (JHA)

Being safe starts before the work begins. On an ongoing basis, KYTC safety personnel look at the typical tasks done by our workforce. We look at the work process steps, identify the tools or equipment needed, the worker actions, environmental factors, and potential hazards. To control the identified hazards, we may recommend process changes, equipment or tool modifications, specify appropriate PPE, or possibly recommend that we contract the task instead of performing the work with KYTC employees. This is documented for reference in the JHA library accessible for job planning when needed. Anyone can initiate a new JHA, review an existing JHA, or request a JHA to be reopened and re-assessed. If you feel this is appropriate, notify your supervisor or safety personnel. KYTC's JHA library may be accessed through our KYTC employee safety internet home page (see [SAFE-1000](#) for link) or in the BOOTS system.

302 JOB PLANNING

Supervisors have the responsibility to look ahead at upcoming jobs and to take these steps:

- ❖ Visit the site to assess the scope of the job, tasks involved, and tools to be used.
- ❖ Assess hazards presented by the work or environment, and assess the risk they pose.
- ❖ Identify and develop plans to control the hazards by:
 - Elimination: This may include determining that we are not equipped to safely perform the job.
 - Substitution: Approach the job with a different process or equipment to reduce hazards.
 - Engineering controls: Use proper equipment or tools, barricades, or traffic control devices.
 - Administrative controls: Review procedures, such as refresher training on skills that will be needed.
 - PPE: Ensure appropriate PPE is available and used to address any remaining uncontrolled risk.

303 JOB SAFETY BRIEFING

A job safety briefing is a participative process of the supervisor or crew leader sharing the work and safety plans for a specific job with the crew members involved. A job safety briefing must be done at the start of each new job, or the start of each work shift and should include at minimum:

• Objective of job	• Location / Schedule	• Review of relevant THAs
• Process / tasks involved	• Hazards present	• PPE required & provided
• Equipment / tools needed	• Hazard controls to use	• Traffic control / site plans
• Environmental factors	• Crew task assignments	• Emergency action plan

The goal is to ensure that everyone going to the jobsite knows and understands the job, hazards, and controls required. All involved should be engaged as if their life depends on it, because it does. If there is any question about the plan or safety, you as an employee should ask questions to ensure you are clear on the plan. The job safety briefing is not complete, and work should not start, until issues are resolved and everyone understands the plan.

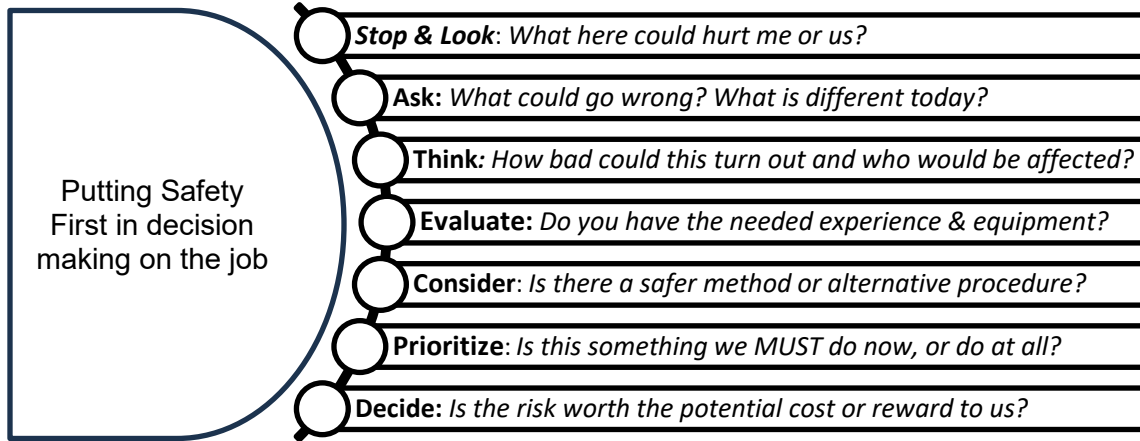
The job plan should be reviewed and revised, and the job safety briefing repeated when / if:

- ❖ Upon arrival at the job site, any unexpected conditions are found or the job changes
- ❖ Conditions or the job change
- ❖ An incident occurs on the job

It is recommended that a short wrap-up or debriefing be conducted at the end of the job or end of the day during an ongoing job to resolve any challenges or issues from the day and to allow time for adjustments before the next day.

304 PERSONAL RISK DECISIONS

Each of us brings personal history, experiences, skills, and attitudes into the process of identifying hazards, assessing risk, and making decisions. All of this personal knowledge can affect the process. Here is where we can put the KYTC value of “Safety in All Decisions” into practice. We can all make better decisions to “GO,” “SLOW DOWN,” or “STOP” a task or job so we prevent injuries or damage, either on the job or in our personal daily activities, by following some simple guidelines:



If you feel that the assigned task presents an imminent risk of injury, you must stop and discuss this concern with your supervisor and work with them in good faith to resolve the hazard(s) so the job may be performed safely. If this does not resolve the hazard and allow work to proceed, contact your KYTC safety representative.

401 SAFETY TRAINING

Safety training starts from day one. This table summarizes the most common KYTC safety training courses:

KYTC Safety Training		When			
		Initial onboarding	After initial onboarding	As required	Review / Recert
1 - All Employees					
New Employee Safety 1.A	Safety Vision/Culture, Incident Reporting, Emergency Plans, PPE - Basic, Vehicle safety	☒	☐	☐	---
New Employee Safety 1. B	HazCom, Defensive Driving, Active Aggressor	☒	☐	☐	---
	Bloodborne Pathogens	☒	☐	☐	1 yr.
Safe Driving - KYTC	Safe driving & incident prevention for KYTC vehicles & operations	☐	☒	☐	---
2 - Operations / Field Employees					
New Employee Safety 2	Hazards/ Risk Assessment / Controls, jobsite & facility safety, PPE - Additional	☐	☒	☐	---
Foundations for Safety Leadership	Essential skills for Leading in Safety regardless of position	☐	☐	☒	---
OSHA 10 Construction Awareness	10 hr Construction hazard training for all employees working in field	☐	☒	☐	---
First Aid / CPR / AED	Response to cardiac emergencies, injuries or sudden illness	☐	☒	☒	2 yr.
3 - Maintenance Employees					
Traffic Control / Flagger	Work zone safety, temporary traffic control, flagperson certification	☐	☒	☐	2 yr.
Basic Chainsaw Operation	Intermediate, hands on chainsaw operation for HT & HTS series	☐	☒	☐	---
Snow / Ice Operations Safety	Initial snow/ice operations safety for new HT&HTS positions	☐	☒	☒	1 yr.
CDL Training	Commercial vehicle driver & licensing training - for CDL required positions	☐	☒	☐	---
Heavy Equipment Operation	Equipment specific training for HT series based on expected duties	☐	☒	☒	---
4 - Designated Employees based on duties or exposure					
Powered Industrial Truck	Forklift operator training for employees expected to operate forklift	☐	☐	☒	3 yr
Aerial Lift / Bucket Truck	Operator training for authorized operators of aerial lifts	☐	☐	☒	3 yr
Fall Protection Systems	Fall protection planning & systems for employees working at height	☐	☐	☒	1 yr.
Confined Space Entry	Entry, rescue training for employees authorized to enter confined spaces	☐	☐	☒	1 yr.
LV / HV Electrical Safety	Safe electrical work training for designated authorized employees	☐	☐	☒	3 yr
Electrical Aerial Operations	Aerial device / rescue training for designated HV/LV electrical authorized employees	☐	☐	☒	3 yr

401 SAFETY TRAINING (CONT.)

Most of our hazard exposure occurs in our field operations – designing, engineering, building, and maintaining our roads, structures, and facilities. After initial new employee safety training, most of your training will depend on the type of work you are expected to do. Other courses such as first aid / CPR training may be offered to employees voluntarily, but may not be required.

In addition to classroom or virtual training, we also utilize safety toolbox talks, newsletter articles, or special events as additional training opportunities. There are also more specialized training courses not listed above provided to employees with specific hazard exposures or duties.

Additional detail on training is available in the KYTC *Safety and Health Administration Guide*. Employees may also contact the district safety coordinator or SOS personnel regarding questions about training classes, requirements, and documentation.

501 RESPONDING SAFELY

In the course of work, you may find yourself involved in, or adjacent to, an incident involving an injury, sudden illness, or property damage. You must make sure you protect yourself from injury by sizing up the incident and identifying hazards that may endanger you. It may be difficult, but if you will be endangered by responding, you must shift from acting to calling 911 for trained and equipped rescuers first. If you can safely render assistance needed while additional responders are enroute, do so while constantly monitoring the situation for changes that can make it unsafe for you.

KYTC provides training in first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) use to employees where required by position description or expected duties. It is offered to all employees on a voluntary basis.

502 INCIDENT REPORTING RESPONSIBILITIES

You must report to your supervisor as soon as possible all incidents involving:

- ❖ Work-related injury or illness to you, including exposure to blood, possible pathogens, or toxins
- ❖ Damage to state vehicles, equipment, or property
- ❖ Damage to any private property or injury to a non-employee involving a KYTC vehicle or equipment

Your duty to report your own work-related injuries or illness exists *regardless of any intent to seek medical treatment. The decision to seek medical treatment is yours, however the duty to report still exists even if you do not seek treatment.* The employee who was driving or operating the involved KYTC vehicle at the time of an incident, or the employee who discovers the damage, is responsible for the initial incident reporting.

503 INCIDENT REPORTING PROCESS

The reporting process must start as soon as possible:

- ❖ Call 911 to summon emergency personnel if needed.
- ❖ If no emergency exists, you must contact local law enforcement to respond and make a report if the incident involves a private vehicle, private property, or injury to any non-KYTC employee.
- ❖ Notify your supervisor as soon as possible.
- ❖ Collect relevant information and documentation of the incident and damage including photos, written statements of witnesses with names and contact information, name and contact information for involved property owners, and their insurance information as applicable.
- ❖ Enter an incident report into the KYTC BOOTS (Boosting Occupational Outcomes in Transportation Safety) as shown:

1. Scan QR code with mobile device



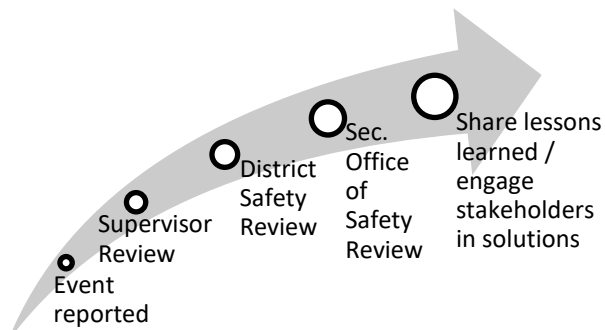
2. Click the “Incidents” icon

**504 INCIDENT REVIEWS AND LEARNING**

All incidents (including close-calls) are opportunities to learn, empower employees, and enable KYTC Leadership to prioritize corrective measures. KYTC has established an incident review process to identify the root causes for incidents and identify what changes may be needed in our training, policies, tools, or work processes to help prevent future incidents.

504 INCIDENT REVIEWS AND LEARNING (CONT.)

If you are involved in an incident, please cooperate with the review by sharing all relevant information, as well as ideas you may have on what might have prevented that incident or others. The lessons learned from incident reviews have resulted in significant improvements in training, tools and equipment, processes, and awareness that have prevented injuries, damage incidents, and potentially deaths.

**505 MEDICAL TREATMENT & WORKERS COMPENSATION**

Remember, the decision to seek medical treatment for a work-related injury or illness is yours; however, the duty to report still exists even if you do not seek treatment. KYTC's workers' compensation program is detailed in [GAP-303](#). Risk Management Services Company (RMSC) is contracted to administer the program, manage claims, and process payment for any treatment received by injured employees.

If you seek treatment for work-related injuries or illness you are responsible for:

- ❖ Providing all care providers with proper RMSC claims submission information
- ❖ Ensuring care providers submit all proper documentation and billing to RMSC
- ❖ Submitting all documents related your medical care, directed leave, or job restrictions related to the incident to your supervisor for forwarding to the designated workers' compensation coordinator

601 ROLE OF PPE IN SAFETY

Personal protective equipment (PPE) is intended to provide you with protection when hazards are not fully eliminated by all other controls. PPE is considered the “last line of defense” for protecting you.

- ❖ KYTC must provide any PPE that you are required to use at no cost to you.
- ❖ Supervisors assess job hazards and PPE needed for jobs, equip you with the PPE, and ensure use.
- ❖ YOU are responsible for properly using PPE required for the task or job, maintaining it in adequate condition, and for requesting replacement if lost, damaged, or when its effectiveness is compromised.

If you fail to use required PPE, you greatly increase your risk of injury or illness. In addition, if you choose not to use the required PPE available, you will be subject to disciplinary action.

602 OBTAINING PPE

KYTC will provide any PPE required for your job at no cost to you. Such PPE will be issued during your onboarding process or on an as-needed basis, depending on the tasks you are assigned or authorized to perform. You are responsible for keeping, storing, cleaning, and maintaining these items in serviceable condition. Consumable items (such as, disposable ear plugs or nitrile exam gloves) are not issued, but are available as needed. PPE provided by KYTC meets specific performance standards for protection. For this reason, only PPE provided by KYTC is acceptable for use. You should not purchase or use PPE not provided by KYTC on the job.

KYTC may allow deviation from standard PPE due to medically prescribed or documented need. The process for medical accommodations is detailed in the *Safety and Health Administration Guide* ([SHA-501](#)) and *General Administration and Personnel Guidance Manual* ([GAP-304](#)). Consult your supervisor if this applies to you.

603 USAGE REQUIREMENTS

KYTC's most commonly required PPE items include, but aren't limited to, the following:

PPE	Use required	Reference
High-visibility shirt/outwear	When working in or near roadway, or exposed to traffic or moving equipment	SHA-509
Hardhat / helmet	When exposed to any overhead hazard (overhead work, falling or swinging items, impact from moving object, impact to fixed object), chainsaw, tree/limb cutting or cleanup operations	SHA-502
Safety footwear	When exposed to crush, impact, puncture, slip, or electrical contact; all construction jobs; all road, facility, and equipment maintenance operations	SHA-511
Safety glasses	When exposed to projectiles, airborne particles or flying/falling debris possible; chainsaw, brush chipper, grinder, saw, hammer use	SHA-504
Splash goggles	When handling irritating, alkaline or acidic fluids that can splash in eyes	SHA-504
Face shield	When flying projectiles are possible; when operating chainsaw, hand grinder, power saw, or battery charging	SHA-505
Gloves	When hand is exposed to potential abrasion, impact, pinch, crush, cut or puncture; chemical or pathogen handling; welder, grinder, chainsaw use	SHA-508
Ear plugs / muffs	When exposed to sound levels of 85 dB or greater (includes most saws, chippers, impact drivers)	SHA-510
Chainsaw chaps	When operating chainsaw or pole saw	SHA-517

Additional types of less common or specialty PPE, as well as further detail of specifications and usage requirements, are contained in the *Safety and Health Administration Guide* ([SHA-500](#)).

604 MAINTAINING & REPLACING PPE

Employees are expected to maintain issued PPE by:

- ❖ Ensuring all issued items are available to you at your work location when needed
- ❖ Cleaning issued items as needed according to manufacturer's recommendations
- ❖ Following safe storage practices to avoid misplacing, losing, or exposing issued PPE to theft
- ❖ Avoiding unnecessary damage to issued PPE from abuse or improper storage
- ❖ Refraining from giving any item of PPE to a non-employee (Possible disciplinary action may result.)

Replacement of some items (such as high-vis shirts and outerwear, and safety footwear) is scheduled on an interval determined by your organizational department or division, and is based on expected or historic usage and condition. Other PPE items are replaced as they become "unserviceable" – which is defined as being inadequate to provide the protection for which they are intended. If you need replacement PPE items, or have questions or concerns, discuss these with your supervisor.

701 TRAINING & QUALIFICATION

KYTC will provide training for tasks you are expected to perform or equipment you will operate. If your supervisor determines you are able to perform the job safely, you will be authorized to do so. Never perform any task or operate any tool or equipment for which you have not been trained, do not have the needed skill or experience, or do not have all required personal protective equipment. Your previous experience outside KYTC is great, but it alone does not authorize you to do any task or operate any equipment.

Your training and coaching at KYTC will build on the items in this chapter, and more detail is available in the *Safety and Health Administration Guide* section referenced. For now, here are key things to know as a foundation for your learning.

702 DRIVING OR OPERATING KYTC VEHICLES & EQUIPMENT ([SHA-1700](#))

- ❖ Seat safety belts must be used by all people in all moving vehicles or equipment and be adjusted to have minimal slack. Failure to use seatbelts may result in injury or death. In addition to that, intentional disregard of seatbelts or latching belts behind you to avoid GPS system reporting are both grounds for disciplinary action, including termination.
- ❖ Texting, browsing or any use of mobile devices by the driver of a moving vehicle or equipment is absolutely prohibited.
- ❖ No riding in or on moving equipment or vehicles unless seated and belted. Exceptions are while enclosed in a TTC deployment platform or for equipment designed & equipped for restrained standing operator.
- ❖ Park off roadway in a location away from moving equipment, check your side and rear-view mirrors before exiting. Before entering a parked vehicle, walk around the vehicle to check for objects that may be in your path when moving the vehicle.

702 DRIVING OR OPERATING KYTC VEHICLES & EQUIPMENT (SHA-1700) (CONT.)

- ❖ If you are backing and there is potential for people or objects in your path of travel, use another person – if available – as a ground guide or spotter.
- ❖ Avoid slowing or stopping abruptly or making U-turns on high-speed or divided roadways, even if you have warning lights.
- ❖ Always use 3 points of contact when entering or exiting vehicles or equipment, where possible.

703 ROADWAY WORK ZONES AND TRAFFIC (SHA-1500, SHA-1600)

- ❖ Make yourself as visible as possible. Wear high-vis. Avoid standing near equipment / other workers or in deep shade. Use lighting if needed. Never assume approaching traffic can see you.
- ❖ Always keep an eye on traffic, be aware of where you are relative to traffic and moving equipment, never turn your back to moving vehicles or allow yourself to become complacent. Assume drivers are distracted.
- ❖ Never work on the roadway without required temporary traffic control and advance warning.

704 WORKING NEAR EQUIPMENT (SHA-1600, SHA-1700)

- ❖ All heavy equipment has blind spots – especially to the side and rear. As a worker around that equipment, you must know and avoid them. Make sure the operator can see you before crossing a blind spot or travel path.
- ❖ Know and stay out of the “throw zone” for rotary mowers / brush cutters (up to 300 ft) and the “drop zone” under overhead equipment, booms, cranes, or other overhead work like limb cutting.
- ❖ Do not use any type of earbuds or earphone device while working around equipment or vehicles (exceptions are hearing aids, PPE, or KYTC 2-way radio communications).

705 TRENCHES & CONFINED SPACES (SHA-406-5, SHA-406-6)

- ❖ Until trained and equipped, do not enter any space that has only one way in / out or restricted space. Specifically, this is any manhole or other below-grade vault or space, any drainage structure, or any tank, bin, or vessel.
- ❖ Do not enter any trench without assessment by a competent person, or trenches / excavations >4 ft without protective measures in place.
- ❖ Never dig without ensuring underground utilities have been located and marked.

706 WORKING AT HEIGHT OR ABOVE GROUND (SHA-408, SHA-514, SHA-1717)

- ❖ Do not work at heights >4ft above a lower level without fall prevention (railing or restraint) or personal fall protection. Do not do any task requiring personal fall protection without training and proper equipment.
- ❖ Never ride on or lift anyone with a loader or excavator bucket or forklift forks. Bucket trucks or other aerial lifts should be used for work at heights, but only by trained, authorized operators using personal fall arrest systems.
- ❖ Stay clear of unprotected edges including platforms, roof edges, culver headwalls, excavation lips.
- ❖ No climbing on equipment, including dump trucks, other than on designated ladders or stairs.

707 ENVIRONMENTAL & WEATHER CONCERNS (SHA-605, SHA-702)

- ❖ Poison ivy / oak / sumac, snakes, ticks, bees, and wasps are commonly encountered in roadside maintenance. Know how to identify those that can be a hazard and how to treat exposures and stings. If you have a known history of severe reactions to any of these, please advise your supervisor before you are exposed.

707 ENVIRONMENTAL & WEATHER CONCERNS (SHA-605, SHA-702) (CONT.)

Storms and natural disasters are uncontrolled, unpredictable, and potentially very dangerous:

- ❖ Flood waters of more than a few inches can be contaminated with pathogens and chemicals, while also concealing fall, cut, and puncture hazards, and even electrocution risks. Moving water over 6 inches deep can sweep you or a vehicle away. Avoid entering or crossing any flooded area unless it is to escape imminent danger.
- ❖ Tornado and wind events can result in tree damage involving energized electrical lines that pose a risk of electrocution, hanging limbs or debris that can fall from overhead, or trees and limbs under pressure that can move suddenly.

708 MOWING, TREE, & BRUSH OPERATIONS (SHA-1400, SHA-1600)

- ❖ Employees may operate chainsaws for basic tasks only if and when all of the following conditions exist:
 - The employee has successfully completed the KYTC Basic Chainsaw Operator training & skills check
 - The employee has received and can properly use and maintain all required chainsaw PPE (chaps, boots, gloves, head, ear, eye protection – primary and secondary), and:
 - The employee's Supervisor has explicitly authorized the employee to operate chainsaws
- ❖ Felling of standing trees is not included in the scope of the KYTC Basic Chainsaw training and requires additional training, qualification, and experience.
- ❖ Mowing / trimming with mobile or portable equipment requires ear protection for high-sound levels and & eye protection for flying debris.
- ❖ If vegetation or terrain obscures your planned travel path, walk the planned path to check for hidden hazards before driving – utilities, drop-offs, holes, fixed objects, etc.

709 FACILITY SAFETY (SHA-1000, SHA-1100, SHA-1300)

- ❖ Keep floors clear of liquids to prevent slips, and walkways free of cords, hoses, damage, or other objects that may be a trip hazard. If cords or hoses cannot be moved, secure or cover them to prevent tripping.
- ❖ Storage areas should keep heaviest items nearest to the floor. Materials should be stacked or contained (not piled) to prevent falling. Stacks should not block walkways, electrical equipment, emergency equipment (fire extinguishers, eye wash, first aid kits), or doorways.
- ❖ Flammable or combustible storage must be away from flame or ignition sources, well-ventilated, and secure so containers are not damaged or at risk of falling. Oxygen and flammable gases or liquids must be ≥ 20 ft apart or separated by a fire-rated wall unless being used. Gas cylinder valves must be off when not in use.
- ❖ Fire extinguishers must be charged, mounted, not blocked, and accessible for immediate use. Notify your supervisor of any extinguisher found that needs replacement or charging.
- ❖ Chemicals should be kept in original container, labeled and identified, and stored and handled according to manufacturer's instructions.

710 EQUIPMENT MAINTENANCE & FUELING (SHA-406-7, SHA-407-6, SHA-1700)

- ❖ Before servicing or repairing equipment of any type:
 - Tell others working in the area of the equipment so they do not accidentally activate the equipment.
 - Secure controls (lock out, remove key, etc.) to prevent someone else from powering on while you are working.
 - Engage equipment support locks or block securely to prevent raised booms, beds, etc. from settling or falling.
 - Set brakes / locks, wheel chocks, or block equipment from moving while you are under it.
 - Test to verify all energy sources are removed or isolated.

710 EQUIPMENT MAINTENANCE & FUELING (SHA-1700) (CONT.)

- ❖ DO NOT attempt to work on any equipment if you are not experienced with or trained to do so.
- ❖ DO NOT attempt to work on any electrical equipment without specific training, qualification, tools, and PPE.
- ❖ Before fueling any gasoline powered vehicle, shut off the engine. Allow all small motors and exhausts to cool at least 15 minutes prior to refueling. Close propane cylinder valves prior to breaking fuel hose connection.

711 LIFTING AND MOVING ITEMS (SHA-1200)

- ❖ Look at where you will walk, watch for and avoid stepping on objects that can roll, shift, or slip; look for and avoid slick surfaces (ice/snow, liquid on smooth floor).
- ❖ Don't lift or carry a load that blocks your view of your travel path. Lift using your legs, not your back. Keep load close to your body and near waist level. Get help to lift items that require you to strain or prevent you from using correct lifting form.
- ❖ Avoid rotating your torso or turning while pulling or pushing, and lifting over shoulder height.

712 WORK OVER / NEAR WATER (SHA-413)

Use one of the following controls when working over or within 6 feet of water that is moving or presents a drowning hazard, regardless of your ability to swim:

- ❖ Be fully enclosed within a railing or barricade to eliminate risk of falling into the water.
- ❖ Be 100% tied off using a personal fall arrest system (PFAS) to prevent entry into the water.
- ❖ Wear a personal flotation device (PFD).

801 ENGAGED SAFETY LEADERS

Your involvement and engagement in our safety programs is critical. You know the most about potential hazards in your jobs and likely have the ideas on how to solve challenges or improve our workplace. You have the most to gain if we succeed, or most to lose if we fail. Rather than being a passive recipient or victim, we want you to be an active, engaged safety leader by getting involved in shaping our safety programs and outcomes. Safety leaders are employees who choose to be positive, to care about doing the right thing, to be courageous enough to do the right thing or work the safe way even when it isn't easy or convenient, to look out for their fellow employees, and to lead by example.

802 SAFETY COMMITTEES

Safety committees are active in all KYTC Department of Highways Districts, and our goal is to create active committees in Central Office as well. These teams are led by employees; include members from across all levels; and play a key role in identifying safety concerns, developing / implementing solutions, reviewing incidents to learn, improving our safety and health programs, advocating for employees, and providing valuable feedback on policies and initiatives. Every employee is encouraged to seek opportunities to participate in the safety committee in your work unit.

See [SHA-205](#) for more information on safety committee structures, duties, and functions.

803 SHARING SAFETY OPPORTUNITIES

Another way to actively engage in your safety program is through the KYTC Safety Opportunity Reporting (SOR) tool where you can let your safety team know of:

- ❖ A near-miss or close-call situation (an event that did not result in an injury, illness, or property damage, but which had potential to do so)
- ❖ Ideas for improving safety and health outcomes for employees
- ❖ Concerns about hazardous procedures or conditions

Each of these is an opportunity to learn – a *safety* opportunity. Just scan the QR Code with your mobile device, choose the “Safety Opportunity” icon, and complete a simple form. We encourage you to share your name and contact information, however you can still submit the report anonymously if you wish. Your report goes directly to our safety staff for follow-up.

Employees who believe their reported safety and health concerns have not been adequately addressed, or who need assistance filing a *Safety Opportunity Report*, are encouraged to contact the Secretary’s Office of Safety.

1. Scan QR code with mobile device.



2. Click this icon.



901 PLANNING FOR EMERGENCIES

Preparation is key to effective decision making during high-stress events such as building or inclement weather emergencies. Knowing what to do to protect yourself and safely help those around you will help everyone. KYTC identifies potential emergencies and provides guidance for specific actions to protect you. Each facility has an Emergency Action Plan that considers the unique characteristics of the facility and environment, and directs specific action steps. Each incident also may have unique factors or characteristics that may ultimately impact the specific actions needed and will require you to make rapid judgement calls on your actions.

902 INITIAL ACTION GUIDELINES

The priority for our emergency planning is to protect the life and health of our employees first, then the safety of the public, then preservation of property. General guidelines for major types of emergencies include:

- ❖ Severe storm/tornado: Seek shelter in the interior of a sturdy building or other structure, in a designated storm shelter if available, or in an interior room away from windows and doors. Stay away from trees or other objects that may be blown down by high winds or struck by lightning.
- ❖ Fire or explosion: Warn others in the involved area, and evacuate the building or area involved immediately. Proceed to a designated meeting point that is clear of exposure to the fire, and call 911 as soon as you are safely out. Account for all employees as soon as possible.
- ❖ Earthquake: If in a building, take shelter under a sturdy furniture item or in a doorway. If outdoors, stay away from any structure that may fall or drop materials to the ground.

902 INITIAL ACTION GUIDELINES (CONT.)

- ❖ Active aggressor / shooter: Leave the building or area (RUN) if possible. Retreat and conceal (HIDE) yourself where possible, ideally in a remote, lockable room with no windows. Turn off all lights. If the threat is unavoidable, neutralize it (FIGHT) using any forcible means necessary. KYTC provides basic active shooter awareness training to employees during new employee onboarding.

Additional guidelines for responding to these and other types of emergencies are available in the KYTC *Safety and Health Administration Guide* ([SHA-603 through -611](#)).

903 FACILITY EMERGENCY ACTION PLANS

Each facility has an Emergency Action Plan that considers the unique characteristics of the facility and environment, and directs specific action steps. You should be briefed on the Emergency Action Plan for your assigned work location by your supervisor and provided with access to the written plan, as well as facility-specific designated shelter areas, evacuation routes, and evacuation rally point. Reviews of the plan with all employees should be completed annually in conjunction with a plan exercise.

Take time to familiarize yourself with your work facility street address (it may be requested when calling for help), the location of emergency exits, evacuation rally points, designated shelter areas, fire extinguishers and first aid kits.

Many facilities have emergency action teams that provide direct help to coworkers and the visiting public during an emergency by serving in volunteer roles. If interested in volunteering, contact your supervisor or safety coordinator for information and training.

1001 BEYOND THIS EMPLOYEE HANDBOOK

This handbook is to provide new and current employees with an introduction to and overview of the KYTC safety culture and program that will be built in future training and learning, and as you work. You will most likely want more information on the topics in this handbook, so following are some resources that you can access.

1002 SAFETY & HEALTH ADMINISTRATION GUIDE

The KYTC *Safety and Health Administration Guide* serves as the official policy guide for our safety program and provides significantly expanded information on topics addressed by this handbook, both in scope and detail. It is intended as a detailed resource for KYTC leadership, managers, employees, and safety personnel. *The Safety and Health Administration Guide* is available in printed binder form at all KYTC facilities.

Online access to the *Safety and Health Administration Guide* is available in the KYTC intranet Policy Manuals Library using the link below or by scanning the QR code at right.

<https://transportation.ky.gov/Organizational-Resources/Pages/Policy-Manuals-Library.aspx>



KYTC Policy Manuals Library

1003 KYTC SAFETY INTERNET HOME

The KYTC safety internet home page located at <https://transportation.ky.gov/EmployeeSafety/> hosts a wide range of information, including links to other sites and resources including:



- *KYTC Safety and Health Administration Guide*
- *KYTC BOOTS safety system for incident & Safety Opportunity Reporting*
- *PPE, Uniform, & BOOT catalogs*
- *Job Hazard Analysis documents*
- *Chemical Safety Data Sheets*
- *Safety Training Library*
- *Temporary Traffic Control Guidebook*
- *Kentucky Employee Assistance Program*
- *Forms library*
- *Safety Team contact list*

1004 KENTUCKY EMPLOYEE ASSISTANCE PROGRAM (KEAP)

The Kentucky Employee Assistance Program (KEAP) is a service of the Kentucky Personnel Cabinet that is available to employees and their families to help in times of personal challenges in the workplace or in their personal life. KEAP staff are professionally trained and licensed, and all services are strictly confidential and offered with no charge to help navigate a range of challenges including, but not limited to, stress, anxiety, depression, mental health concerns, substance abuse, home or workplace abuse, or grief and loss. To speak with a KEAP counselor, call 502-564-5788 or 800-445-5327.



KEAP



Produced by Organizational Management Branch
Office of Human Resource Management