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Title: **Workplace Safety**

Policy Number:

WRD-S-001

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Division Director

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### **Purpose:**

The Wildlife Resources Division intends to provide the safest work environment possible for its staff and intends to reduce work-related injuries. This policy addresses communication of important safety information, ensures that offices are well-informed of safety measures and updates, and identifies mandatory local safety measures in the event of office emergencies.

### **Procedures:**

#### A. Division Safety Officer

The Director's Office will appoint one staff member to serve as the Division Safety Officer. It will be the Division Safety Officer's duties to:

1. Attend all Department level safety meetings, briefings and trainings.
2. Receive, review and disseminate to Section Safety Contacts all safety reports, including periodic Worker's Compensation Reports.
3. Communicate workplace safety reports and information to each Section Safety Contact.
4. Represent the Division in all safety-related matters including, but not limited to, departmental policy development, training manuals and other training related activities and training equipment decisions.
5. Work with the Division training coordinator to ensure that all staff is made aware of safety equipment considered mandatory for specific job tasks and that Sections are aware of these requirements.

#### B. Section Safety Contacts

Each Section Chief will appoint one staff member to serve as their Section Safety Contact. The Division Safety Officer may also serve as the Section Safety Contact for his/her respective Section. The Section Safety Contacts' duties include:

1. When practicable, attend Department level safety meetings, briefings and trainings.
2. Assure that safety and safety training information is disseminated to all Section staff.
3. Ensure that local Regional offices and Section Programs are providing disseminated safety-related information to all staff.
4. Work with the Division training coordinator to insure that safety equipment needs are met and that safety training is appropriately incorporated into employee training plans and schedules.

5. Ensure that office safety equipment has been properly placed in offices and that office evacuation plans are in place.

C. Office Safety Equipment

This section applies to all WRD offices occupied by full-time staff on a daily basis and are open during regular state business hours (Monday – Friday, 8:00 AM – 4:30 PM).

1. All offices should be equipped with automatic sprinkler systems or inspected, fully-charged fire extinguishers. Extinguishers should be placed strategically for easy access and all staff should be made aware of their location.
2. Automatic External Defibrillators (AED) are recommended for each office, especially those regularly visited by the public. AEDs also should be placed strategically for easy access and staff should be trained in their use. Local Office Safety Contacts may schedule CPR/AED training classes for office personnel or work with Section Safety Officers to schedule appropriate training.
3. Offices are approved for purchase of basic first aid kits and basic first aid training is recommended for some office staff.

D. Office Safety and Evacuation Plan

A Safety and Evacuation Plan should be developed by Local Office Safety Contacts for each office occupied by full-time staff on a daily basis and open during regular state business hours (Monday – Friday, 8:00 AM – 4:30 PM). Safety and Evacuation Plans should include, at a minimum:

1. Locations for safety equipment (fire extinguishers, AEDs, fire alarms, first-aid kit, etc.).
2. Locations for evacuation route maps.
3. Identified mustering area for staff upon emergency office evacuation.
4. Identified staff position to conduct a check for evacuated staff to ensure everyone left the building.
5. Phone numbers for local emergency response (police, sheriff, fire department, ambulance, etc.) – 911