



NATIONAL TRANSPORTATION SAFETY BOARD - **Public Hearing**

Conrail Derailment in Paulsboro, NJ with Vinyl Chloride Release

<b>GROUP</b>	<b>5</b>
<b>EXHIBIT</b>	
<b>H</b>	

Agency / Organization

**CONRAIL**

Title

**Conrail Safety Responsibilities Manual for  
Managers and Employees**



**Safety Responsibilities  
Manual for Managers  
And Employees**

Effective

June 1, 2001

Revised 2012

Risk Management Department

# **Safety Responsibilities Manual For Managers And Employees**

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## **Job Safety Briefings**

Before beginning any task, be sure that a complete job safety briefing is conducted with all individuals involved in the task. The principles of a job safety briefing are as follows:

### **What**

A job safety briefing is a communication tool used by professionals to make sure that every team member knows what is to be done and how it is to be done safely. The briefing ensures that every team member is alert and focused on the job.

### **Why**

A job safety briefing is conducted to ensure that the job is done right the first time – no injuries, no damage, and according to Conrail's standards.

### **When**

A job safety briefing is conducted at the beginning of the job and at any time during the job as conditions change or new tasks are started.

### **Where**

A job safety briefing is conducted on the job, at the work site, in the locker room, or wherever else the whole crew can get together.

### **How**

**Plan the job.** What needs to be done? In what steps will it be done, and how will each step go? What tools, equipment, and materials will be used? What are the conditions at the job location? What are the existing and potential hazards? How will work assignments be made? What safety precautions do we need to observe?

**Talk it through.** Use *how* and *why* questions to communicate specifically who does what, when, where, why, and how. What safety precautions are necessary? How to guard against existing hazards? What to do if a new hazard emerges? How will special tools, equipment, materials, and methods be used? What special precautions should be taken? How will you make sure that everyone stays mentally alert?

**Make room for special conditions.** If the job is complex enough, brief it in portions. What portions are the easiest? What changes in conditions will require a rebriefing.

**Follow up during the job.** The person in charge must check frequently to see that the briefed plans and methods are being used, that each person is carrying out assigned responsibilities, and that any hidden hazards are identified and addressed.

## **Accident Prevention Program**

The following six activities are the essential components of Conrail's Accident Prevention Program:

1. Requiring participation by all officers, supervisors, and employees
2. Effectively communicating rules, policies, procedures, and safe work behaviors
3. Developing safe work behaviors
4. Maintaining safe working conditions and responding to reported unsafe conditions immediately
5. Taking immediate corrective action when rules or safe work behaviors are ignored
6. Investigating accidents and following up on accident findings

As a supervisor, you have the responsibility to make the most effective use of your skills, effort, and time to assure that safety is a prime consideration in the operation of Conrail. You must believe that "Accidents and injuries are caused; therefore, they can be prevented." You are the key.

## **The Importance of Safety Rules**

To promote safe work behaviors, supervisors must emphasize the importance of safety rules. Unlike other rules, whose primary focus is to increase efficiency or standardize operations, safety rules are specifically intended to create a safe work environment and prevent injuries.

Conrail stresses the importance of obeying safety rules. When employees ignore safety rules, they also ignore other rules. However, when employees respect safety rules, they respect and comply with other rules as well.

## **Personal Protective Equipment (PPE)**

Conrail provides the best safety equipment for its employees when such equipment is required. All approved safety equipment is listed in the *Conrail Catalog of Approved Personal Protective Equipment*. This catalog includes a description of each approved item and the use for which it is intended.

As a supervisor, it is your responsibility to make sure that your employees have the proper personal protective equipment for the work they perform. Train your employees on the proper selection, use, and care of personal protective equipment. Make sure your employees use the equipment that you provide.

## **Investigating Accidents**

Investigating accidents and following up on accident findings are essential management tools in the Accident Prevention Program.

Supervisors, along with representatives from the Claims Department, must investigate all injuries to employees, no matter how trivial they seem. Supervisors are essential to the process – they are the most qualified to investigate injuries because they are familiar with their employees, the type of work being done, the required procedures, the work environment, the equipment in use, and the materials involved.

As a supervisor, you must determine the cause(s) of the accident and find ways to prevent such accidents in the future. Determine the root cause(s) and implement corrective actions.

## **Reporting Accidents**

Under the Federal Railroad Safety Act of 1970, all railroads are required to file an accident report monthly with the Office of Safety, Federal Railroad Administration, Washington, DC.

From these and other reports, the Risk Management Department compiles statistics to show the records of Conrail's safety districts, divisions, and departments. The safety data measure the effectiveness of our Accident Prevention Programs and also pinpoint areas where we need to improve.

## **Activities For Increasing Safety Awareness**

This section briefly explains the activities that supervisors are expected to perform to increase their employees' safety awareness. However, you are not restricted to the activities listed here. You may discover other ways to improve your employees' work environment and reduce accidents and injuries.

This section discusses the following nine activities:

- Safety meetings
- District safety committees
- Training
- Observations and Efficiency checks
- Safety contacts
- Safety inspections / audits
- Celebrations and Recognition
- Reinforcement and recognition
- Seven-Point Safety Message

### **Safety Meetings**

Planned and organized safety meetings play an important part in any accident prevention program. They must be designed to teach employees safe work behaviors and must stress that all employees, including supervisors, must participate in the program.

### **Division or Departmental Staff Safety Meetings**

Hold division or departmental staff safety meetings at least quarterly. Make sure the following employees attend:

- All division and support staff
- Employees representing the labor organizations

### **Participatory Employee Safety Meetings**

If you are a first-line supervisor (which includes track supervisors, trainmaster and yardmaster, shop foremen, track foremen, and other such foremen), hold participatory employee safety meetings monthly and document the topics and ideas discussed on Form RMSA10.

Schedule safety meetings in order to make attendance possible by all employees in at least one meeting per month. Give employees the opportunity to express their safety and hazards concerns and ideas. Be receptive to their suggestions. Address their issues and provide them with updates as you move toward resolving the issues.

### **District Safety Committees**

District safety committees consist of supervisors and employees from different crafts. These committees provide the means for interdepartmental cooperation necessary to ensure complete and continuous safety coverage for the division's employees, equipment, facilities, and procedures.

The committee functions continuously throughout the year and meets at least monthly to promote and encourage safe work behaviors in all departments. The committee observes and corrects unsafe behaviors, actions, or conditions and provides personal contact with the people on the ground.

The district committee chairperson prepares a District Safety Committee Report after each meeting and promptly forwards it to Risk Management.



## **Training**

All new Conrail employees must attend an organized training program conducted by qualified person(s). Accident prevention should be included in this program as an established part of the normal work procedure. Accident prevention training ensures that all employees understand how to do their jobs in a safe and efficient manner. All training will be documented on Form RMSA10.

## **Observations**

For training to be effective, it must be positively reinforced by observation. Supervisors should observe both new and senior employees to make sure they are applying the lessons taught in training.

Safety rule observations help you supervise and train employees to develop safe work behaviors. But safety rule observations will not produce results unless you use them systematically and with the intention of identifying behaviors that can be corrected with accident-prevention training.

Safety rule observations also help you determine whether you have adequately conveyed safety information to your employees.

To comply with the Corporate Observation Program (which can be found in Efficiency checks), observe your employees constantly. Use positive reinforcement when you observe safe behavior. Do not allow any improper act to go uncorrected. While you are observing employees for safe work behaviors, note any unsafe working conditions and take actions to correct them.

Observe your employees to make sure that they:

- Know the safety rules.
- Wear the proper protective devices.
- Follow safe job procedures.
- Identify, understand, and avoid hazards.
- Use all their safety know-how at all times. (Professional Sense)

## **Safety Contacts**

Another effective method for ensuring that employees comply with safe work behaviors is personal contact between supervisors and employees. A good supervisor contacts all the members of his or her work group regularly and often to discuss safety, production, and other matters of company policy.

### **Safety Inspections / Audits**

Safety inspections / audits are an important part of an effective safety program. Use safety inspections / audits to evaluate the condition of facilities, equipment, material, and practices.

Plan your inspections / audits and perform them at least monthly.

When you inspect a piece of equipment, an operation, or a location, ask yourself whether the safety conditions can be improved, rather than asking whether the conditions simply meet the requirements.

Document any unsafe conditions found on your inspections on Safety Audit Form. Forward the information to the proper authority for action. Remember that inspections / audits have no value unless you or the proper authority take immediate action to correct any problems.

### **Annual Celebrations and Recognition**

Another way to increase employee participation in the Accident Prevention Program is through Celebrations and Recognition.

Annual well done celebrations are part of the process, in which a safety district's accomplishments are celebrated.

## **Responsibilities of Supervisors and Employees**

### **Vice-Presidents and Assistant Vice-Presidents**

If you are a vice-president or assistant vice-president, you have the following responsibilities:

- You are responsible for the safety of employees and facilities under your jurisdiction.
- Determine that the Accident Prevention Program is properly implemented in your department.
- Enforce all safety rules and regulations.
- Regularly review supervisors' records for the safety performance of employees who report to them. You may commend, counsel, train, or otherwise motivate a supervisor to maintain a safe work environment and prevent injuries.

### **Department Head**

If you are a department head, you have the following responsibilities:

- Administer elements of the Accident Prevention Program as they apply to your department.
- Actively participate in the division's safety committees.
- Each day, review any injuries from the past 24 hours with your staff.
- Enforce all safety rules and regulations.
- Regularly review supervisors' records for the safety performance of employees who report to them. You may commend, counsel, train, or otherwise motivate a supervisor to maintain a safe work environment and prevent injuries.
- Make observations to be sure that your supervisors are using the proper methods to detect and correct unsafe work behaviors.
- Prioritize and coordinate the activities of committee members.

### **Non-Agreement Supervisors**

Non-agreement supervisors include:

- District Superintendents
- Trainmasters
- Engineers of Track
- Mechanical shop superintendents
- Other supervisors and staff in Engineering, Transportation, Mechanical, Auto Distribution, and Customer Service
- Supervisor of Track
- Supervisor of Signal
- General Foreman

If you are a non-agreement supervisor, you have the following responsibilities:

- Coordinate the Accident Prevention Program with all supervisors under your jurisdiction.
- Observe your supervisors to make sure they are using the proper methods to detect and correct unsafe work behaviors.
- Require good housekeeping in your areas. Each day, talk to the employees you supervise with regard to housekeeping. Participate in the Accident Prevention Program according to the established requirements for housekeeping.

- Require departmental tool and equipment inspections. Make sure that employees are constantly alert for defective tools and equipment. Make sure that defective tools and equipment are immediately removed from service and either repaired or replaced.
- Ensure that subordinates make equipment available and that they are requiring all employees to use and wear the protective clothing and equipment required for a particular job, including items such as eyewear, helmets, protective clothing, footwear, safety locks, and other necessary safety equipment.
- Make sure that subordinates hold at least one safety meeting a month with the employees under their jurisdiction.
- Investigate all accidents and injuries with assistance from your supervisors and the Claims Department.
- Promptly notify the appropriate supervisor of any unsafe behaviors or conditions reported to you.
- Help eliminate unsafe behaviors and conditions by frequently contacting supervisors regarding safety and discussing safe work behaviors with individual employees.
- Perform job safety briefings as required.
- Enforce all safety rules and regulations.
- Regularly review supervisors' records for the safety performance of employees who report to them. You may comment, counsel, train, or otherwise motivate a supervisor to maintain a safe work environment and prevent injuries.

If you are a non-agreement supervisor, you have the following responsibilities:

- Coordinate the Accident Prevention Program with all supervisors under your jurisdiction.
- Observe your supervisors to make sure they are using the proper methods to detect and correct unsafe work behaviors.
- Require good housekeeping in your areas. Each day, talk to the employees you supervise with regard to housekeeping. Participate in the Accident Prevention Program according to the established requirements for housekeeping.
- Require departmental tool and equipment inspections. Make sure that employees are constantly alert for defective tools and equipment. Make sure that defective tools and equipment are immediately removed from service and either repaired or replaced.
- Ensure that subordinates make equipment available and that they are requiring all employees to use and wear the protective clothing and

equipment required for a particular job, including items such as eyewear, helmets, protective clothing, footwear, safety locks, and other necessary safety equipment.

- Make sure that subordinates hold at least one safety meeting a month with the employees under their jurisdiction.
- Investigate all accidents and injuries with assistance from your supervisors and the Claims Department.
- Promptly notify the appropriate supervisor of any unsafe behaviors or conditions reported to you.
- Help eliminate unsafe behaviors and conditions by frequently contacting supervisors regarding safety and discussing safe work behaviors with individual employees.
- Perform job safety briefings as required.
- Enforce all safety rules and regulations.
- Regularly review supervisors' records for the safety performance of employees who report to them. You may commend, counsel, train, or otherwise motivate the supervisor to maintain a safe work environment and prevent injuries.
- Conduct observations and give feedback as appropriate.

### **First-Line Supervisors**

If you are a foreman, yardmaster, or other first-line supervisor, you have the following responsibilities:

- You are responsible for the safety of the employees under your jurisdiction.
- Enforce all safety rules and regulations.
- Be familiar with all aspects of the jobs under your jurisdiction. Make sure that safety procedures for these jobs are followed.
- Diligently observe and correct any unsafe behaviors or conditions. Issue interim safety instructions to address reported unsafe conditions as necessary. Report any deviations from the rules and regulations to your supervisor.
- Conduct observations and give feedback as appropriate.
- Train employees to understand and apply the safety rules. Notify employees of new or revised safety rules.
- Instruct new employees in the safe job procedures for the jobs they will be performing. If necessary, arrange for new employees to be supervised.
- Inspect tools, vehicles, and equipment. Immediately remove from service any defective tool, vehicle, or equipment.

- Perform job safety briefings as required.
- Issue personal protective equipment for specific jobs. Make sure that employees are aware of the equipment's limitations, are instructed on how to properly use and maintain each piece of equipment, and are properly using such equipment.
- Observe employees to make sure they are properly using personal protective equipment.
- Hold a safety meeting each month with the employees under your jurisdiction.
- Make safety observations of all employees under your jurisdiction.
- Require good housekeeping in your areas.

### **Employees**

As an employee of Conrail, you have the following responsibilities:

- Work safely according to the safety rules.
- Consider the safety of your fellow employees at all times.
- Use your knowledge and influence to improve safe work behaviors and prevent injuries.
- Call attention to unsafe conditions and behaviors.
- Contribute your ideas, suggestions, and recommendations for improving safety.
- Maintain good housekeeping in your work area.
- Inspect your tools and equipment. Request repair or replacement of defective tools or equipment.
- Use equipment for its intended use only.
- Report accidents or injuries to your supervisor immediately.
- Make decisions based on your safety and the safety of others.
- Attend and participate in job safety briefings.
- Request and wear personal protective equipment for the jobs you perform.
- Request guidance if you are unfamiliar with the safe job procedures for a job you will perform.

## **Risk Management Department**

The Risk Management Department has the following responsibilities:

- Establish accident prevention policies and programs.
- Establish rules, policies, and procedures to help prevent accidents. Base such rules, policies, and procedures on foreseeable hazards and on an analysis of previous accidents and experiences.
- Analyze the causes of accidents and communicate ways to prevent them.
- Establish company-wide standards for personal protective devices.
- Establish a system of statistics for analytical and informational purposes.
- Ensure that safety training programs are adequate to meet organizational needs.
- Investigate serious casualties.
- Recommend measures to achieve the necessary participation in the safety program.
- Maintain an on-the-job safety and personal injury record for each employee. This record includes the details and consequences of each reported incident.
- Review safety rules and regulations and provide updates to field personnel to ensure that they are aware of the regulation requirements and have the ability to comply with them.
- Recommend and approve all tools and equipment that relate to the safety of employees.
- Perform field observations to comply with corporate policies.

## **Section 2: Safety Committee Policies and Procedures**

### **Safety Committees – General**

Conrail's safety objective is to achieve consistently safe working conditions by instilling in our employees a genuine interest and awareness in the safety program. Employees' interest and awareness are fostered through training, participation in safety committee activities, and active leadership by supervisors at all levels.

One of the most effective ways to educate and motivate employees is through local safety committees. A safety committee monitors the effectiveness of current safety efforts and develops recommendations for improving safety performance. When properly organized, a safety committee is instrumental in:

- Establishing and maintaining proper awareness and safety consciousness
- Identifying unsafe work behaviors and conditions
- Formulating solutions to unsafe work behaviors or unsafe working conditions
- Positively reinforcing safe work behaviors

### **Composition of Safety Committees**

Safety committees contain both craft and supervisory employees and include a chairperson.

Safety committees are designed so that their membership is renewed regularly. Agreement safety committee members cannot serve more than three (3) consecutive years. This policy ensures that at least one-third of the committee's members are replaced each year. The committee benefits from a continual flow of new ideas and enthusiasm, and the committee chairperson can still keep outstanding contributors involved for several years.

**NOTE:** A former member may rejoin the safety committee after a one-year absence.

The flexibility of this policy allows the district committee chairperson and the district superintendent to determine the appropriate mix of membership, organization, and geographic location of representatives for a particular territory or facility.

### **Responsibilities of Committee Leaders**

The chairperson and district superintendent are responsible for prioritizing and coordinating the activities of committee members.



### **Supervisors' Participation**

For a safety committee to be effective, supervisors must be represented and must participate. The department head should encourage his or her supervisors to be actively involved. However, the number of supervisors must not exceed the number of craft members.

The committee works with every supervisor in carrying out his or her responsibility to maintain safe work behaviors and conditions, whether he or she is actively involved in the committee activities or not.

### **Formal Meetings**

Safety committees hold regular meetings to discuss injury prevention, the status of unsafe conditions and current safety activities, progress on action plans previously developed, ideas for improvement, the schedule of members' field activities, and upcoming projects. Regard these formal meetings as an opportunity for organizing, planning, evaluating, and celebrating.

### **Meeting Schedule and Safety Days**

The safety committee meets at regular intervals as detailed in this policy, but the chairperson or district superintendent may call special meetings to address problems as they develop.

Each member of a committee should spend the equivalent of two (2) working days a month involved in committee safety activities. These "safety days" are the backbone of the safety committee's effort. Schedule these safety days through the district superintendent's office to accommodate operational needs.

### **Meeting Minutes**

The committee chairperson appoints a recording secretary who takes minutes of the proceedings, items handled, activities planned, etc. The recording secretary distributes these minutes to the entire committee and appropriate management.

### **Training for Members**

Training for committee members to improve their effectiveness is essential and can be provided at formal meetings. Initial training includes cross-functional training performed by supervisors and the manager of environmental safety and health. Additional training can be performed by a special request of the committee.

### **Field Activities**

Safety committee members participate in field activities in which they train, observe, and communicate with other employees and also evaluate working conditions and behaviors. When in the field, committee members must be a good example to other employees. Committee members must wear the proper personal protective equipment, including footwear, eyewear, and any other gear when required.

### **Organization and Responsibilities of Safety Committees**

#### **District Safety Committees**

The President and Chief Operating Officer may separate the system into geographical safety districts with committee members assigned to each district. The district safety committee members elect a district chairperson or leader.

#### **District Safety Committee Chairperson**

The district safety committee chairperson may be allocated additional safety days per month over the allotted two (2) days at the discretion of the transportation superintendent.

#### **District Safety Committee Members**

The chairperson assigns the following responsibilities to members of the district safety committee:

- Hotline Tracker
- Recording secretary
- Bulletin board distribution

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**Any additional safety days for committee members  
must be approved by the Transportation Superintendent.**

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### **Committee Composition**

The district safety committee consists of a combination of supervisors and agreement employees that allows the committee to conduct an intensive safety effort over the safety district.

The committee must maintain as close to a 50-50 balance between supervisors and agreement employees as possible.

### **Committee Representation**

While any number of supervisors can participate on the district safety committee, the district superintendent must make sure that there is at least one representative from the Transportation, Engineering, and Mechanical departments from each major terminal on the district.

The chairperson and manager field operations must make sure that the following departments and employees are adequately represented on the district safety committee:

- Transportation, Engineering, Mechanical, Auto Distribution
- One representative from each union

### **As a Guideline for Agreement Membership and Safety Days**

The manager field operations is responsible for determining the number of agreement members and safety days available to the district safety committee. The committee should have at a minimum:

- One agreement representative from each operating union
- Two agreement safety days per month (Schedule these through the manager field operations office to accommodate operational needs.)

### **Allocating Safety Days Among Members**

The committee chairperson and manager field operations have some flexibility in the way they allocate their committee's safety days among committee members.

### **Selecting Agreement Members**

The manager field operations select agreement members for the safety committee from recommendations submitted by labor organization representatives.

**NOTE:** These agreement members are compensated for lost wages and incidental expenses.

### **Committee Meetings**

The district safety committees meet monthly, or more often at the direction of the district safety committee chairperson and manager field operations.

The district safety committee chairperson should communicate the committee's accomplishments to all employees who work within the district. These accomplishments can be communicated by bulletin boards, posters, newsletters, or other means.

### **Responsibilities of Committee Members**

#### **District Chairperson**

- Organize the membership and structure the committee according to the stated guidelines for committee composition and safety days.
- Establish priorities and provide guidance for committee activities so that safety goals are met.
- Forward to the manager field operations any recommendations submitted by the committee that the chairperson feels are justified but require additional help.
- Participate in the committee's field activities.
- Solicit input from the committee to develop a yearly Safety Action Plan.
- Review, correct, or refer to the manager field operations all uncorrected conditions that are not corrected within 30 days.

#### **Committee Members**

The duties of committee members vary at different work locations. The committee chairperson defines these duties for its members. Remember that the primary purposes of a safety committee are educating employees, identifying unsafe work behaviors and conditions, and developing solutions to identified problems.

- Observe employees' work behaviors. Commend safe work behaviors and rule compliance. If you see unsafe behavior, diplomatically address the employee's unsafe act(s).
- Recommend corrective measures to address unsafe work behaviors and conditions.
- Systematically inspect assigned areas and equipment at regular intervals to discover and report potential safety hazards.

**NOTE:** The safety committee members assist facility managers but do not relieve them of their responsibility to address and correct unsafe work behaviors and conditions under their control.

- Personally contact employees to improve their safety awareness. Contacts can be made in the following manner:
  - Safety blitzes or discussions
  - Facility inspections (including walkways, roadways, and bridges)
  - Equipment inspections
  - Vehicle inspections (Conrail and contractor vehicles)
  - Personal protective equipment (PPE) checks
  - PPE training for proper usage, storage, fit, and knowledge
  - Safety bulletin boards
  - Observations for safe and unsafe work behaviors
  - Informal safety meetings
  - Recognition for groups and individuals
  - S18 follow-up for corrective action
  - Assisting local supervision in communicating safety alerts and blitzes

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**During these contacts, discuss personal safety, rule compliance, and safe work behaviors, equipment, and working conditions with employees.**

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- When employees make safety suggestions or report unsafe conditions, record this information and report it to the supervisor in charge of correction for handling. Advise the employee as soon as possible about the status of the reported item.
- Attend formal committee meetings prepared to discuss your current activities and to make recommendations to improve safety programs.
- Submit an S17 Report to Risk Management summarizing your involvement in safety committee activities no later than one (1) week after each safety day. (See Attachment II.)

## **Handling Unsafe Work Behaviors and Conditions**

The primary purpose of a safety committee is educating employees and maintaining safe working conditions. For this reason, correcting unsafe work behaviors and conditions should be a major concern of all members.

### **Unsafe Work Behaviors**

Unsafe work behaviors are the leading cause of injuries on the Conrail system. Be alert for unsafe behaviors or violations of Safety or Operating Rules.

If you see an employee using unsafe work behaviors, immediately discuss the proper safe work behaviors with the employee and make sure the employee understands the rules involved.

Employees who constantly violate rules and safe work behaviors are hazards to themselves and other employees. If an employee is a constant violator, promptly notify the safety committee chairperson and the employee's supervisor.

### **Unsafe Working Conditions**

If you see an unsafe working condition, immediately discuss it with an employee who can correct the condition. Make sure that employees know how to recognize and report unsafe working conditions. Employees "on the ground" are usually in the best position to detect such hazards.

Follow this procedure to report an unsafe working condition:


1. If possible, and if you are qualified, correct the unsafe condition immediately.
2. If it is not possible to lock out, tag out, barricade, or otherwise protect people from the unsafe condition until it can be corrected by the responsible supervisor, immediately notify your supervisor, or the supervisor responsible for correcting the condition, who will arrange for protection.
3. Fill out Form S18, "Unsafe Condition Report & Reply. (See Attachment I.)
4. Forward the original Form S18 to the responsible supervisor. Keep a copy for your records.
5. After correcting the condition, the responsible supervisor completes the lower portion of Form S18 and returns the original to you.
6. Advise the employee who reported the unsafe condition of the status of the corrective action. Keep a file of these responses to the S18.
7. If you don't receive a response from the responsible supervisor within 30 days, have the chairperson contact the responsible supervisor.
8. If the unsafe condition cannot be corrected with division or shop resources, the division chairperson discusses the condition with the manager field operations to determine if the risk management department needs to be involved.

## ATTACHMENTS

### Attachment I – Unsafe Condition Report & Reply (Form S18)

S18

Unsafe Condition Report & Reply



**ONLY YOU CAN PREVENT INJURIES**

Date: \_\_\_\_\_ 19 \_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested Solution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Safety Committee Member Signature: \_\_\_\_\_

Reply: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment I – Form S18 (continued)**

Date Received in Safety Office: \_\_\_\_\_ 19\_\_

1) Forwarded To: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_ 19\_\_  
Suggested Solutions or Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Forwarded To: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_ 19\_\_  
Suggested Solutions or Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Forwarded To: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_ 19\_\_  
Suggested Solutions or Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Forwarded To: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_ 19\_\_  
Suggested Solutions or Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINAL CORRECTIVE ACTION TO BE LOGGED ON THE FRONT OF THE FORM**



