

 <p style="text-align: center;"><b>STATE OF ALASKA</b> <b>DEPARTMENT OF TRANSPORTATION</b> <b>AND PUBLIC FACILITIES</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>02.01.012</b>	PAGE  1 of 2
	EFFECTIVE DATE May 31, 2007	
SUBJECT <b>Safety Manual</b>		SUPERSEDES <b>02.01.012</b>
		DATED November 25, 2005
CHAPTER <b>Administration</b>	SECTION <b>General Administration</b>	APPROVED BY  <b>Signature on File</b>

## PURPOSE

This formalizes the Policy and Procedure (P&P) of the department to adopt and integrate the Safety Manual into the department's safety program. The Safety Manual prescribes procedures that promote workplace safety and reduce job-related accidents. The safety manual encourages personal responsibility in the prevention of injuries and the safe operation of all equipment.

## POLICY

It is the department's policy to provide a workplace for all employees that are free of hazards and to provide safety procedures in which each employee is responsible for exercising caution and being vigilant to potential hazards in order to protect their safety and the safety of their co-workers.

The Safety Manual is hereby adopted into the department's safety program. The Safety Manual is a guide only, subject to change and funding availability.

This Policy and Procedure does not apply to the offshore operations of the ADOT&PF, including the operations of the Alaska Marine Highway System.

## PROCEDURE

The procedures set forth in the Safety Manual should be followed when undertaking any safety sensitive task and in the course of normal business operations.

New activities and programs will be implemented as funding and staff resources allow.

A copy of the most current Safety Manual may be requested from any Safety Officer or may be found at <http://web.dot.state.ak.us/stwdmno/index.html>

## AUTHORITY

Occupational Safety and Health Act of 1970, Section 5(a)1

## **IMPLEMENTATION RESPONSIBILITY**

The Commissioner, through Division Directors and Section Chiefs, has overall responsibility for the safety programs. Managers, supervisors, foreman and lead personnel will be supported by Safety Officers and guided by safety committees to ensure that all employees perform their duties in compliance with the manual.

## **DISTRIBUTION**

All department employees via the DOT&PF website