



NEW EMPLOYEE SAFETY HANDBOOK



**WORKERS' COMPENSATION
MANAGEMENT BUREAU**

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Introduction

Employee safety is our top priority in all Montana State Government agencies. We care about your safety and providing you with a safe working environment.

We understand that you may not be able to take in all the information during the new employee safety orientation presentation, so we have produced this booklet for you.

This covers the information in the presentation along with the safety contact details for each agency.

Employer Responsibilities -The Montana Safety Culture Act

In Montana, our state agencies comply with the Montana Safety Culture Act.

- The act defines the requirements of a Safety & Health program for state government.
- The Montana Department of Labor and Industry who regulates public employer safety, by rule, have adopted the Occupational Safety and Health Administration statutes. Commonly referred to as the OSHA standards.

- To achieve compliance with the Montana Safety Culture Act and OSHA standards, we work together and are committed to involving our workforce in safety.

Safety is everyone's responsibility.

Keep Safe

To help us fulfill our responsibilities to our employees and to keep you safe, we:

- implement safety programs.
- communicate and work together to prevent injuries.
- create safety committees to represent all employees.
- raise safety awareness to develop an appreciation of workplace safety.

We will provide

As your employer, we will provide you with safety information and training. We will help you to understand where the hazards are and how to assess the risk to prevent injuries to yourself and others.

- we will ensure provisions are in place to provide safely maintained equipment.
- we will provide a safe workplace where reporting procedures, inspections, and incident investigations take place.

What we would like you to do

As part of our workforce, we would like you to:

- listen, participate and put to practice the safety information and training we give you.
- act in a safe manner protecting yourself and others from injury.
- report anything you think or know to be unsafe to your supervisor or safety person.
- do not assume someone has already reported the unsafe condition.

If you have been injured or feel you have an occupational disease related to your work, please report it to your supervisor as soon as possible.

Supervisors

As a supervisor you are essential to creating and maintaining a safety culture. To help us achieve this we expect you to:

- listen to employee safety concerns and work together to resolve them.
- if you are unable to resolve a safety concern, escalate the matter to your supervisor and your agency safety manager. Seek immediate resolution and do not continue unsafe work until the issue is resolved.
- ensure all equipment is maintained and in safe working condition.
- ensure safety equipment is easily available and accessible to employees.
- ensure time is given for employees to attend/access safety training
- give employees feedback and direction to correct safety concerns or unsafe behavior. Praise safe work and behavior.

Communication, trust, feedback and praising safe behavior are key to building a strong safety culture.

Active Role in Safety

If you would like to take a more active role in ensuring a safe workplace and culture exists:

- ask to become a member of your agency safety committee.
- become first aid/CPR certified.
- ask to become a member of your agency building emergency action team.



“A culture of safety is a journey, not a destination. It requires our continued and constant diligence”

Rear Adm. Terry J. Moulton

Hazard Awareness

There are many hazards in the workplace. To understand where they are you first need to understand what a hazard is:

A hazard is something with the potential to cause loss, harm or damage. Something with the potential to injure us. Hazards generally fall into 6 broad groups.

- Mechanical – such as the moving parts of a machine.
- Physical – such as scaffolding, ladders, or unsafe tools for the job.
- Chemical – such as a corrosive substance.
- Environmental –such as a flood or fire.
- Biological - such as a bacteria or blood.
- Organizational – such as a poor inspection and investigation program.

Not all hazards are easy to identify. Some are less obvious hazards such as:

- Noise
- Dust
- Vibration
- And even poor posture

When assessing a hazard, we must first ask ourselves.... “How can we eliminate this hazard?”

Risk Awareness

We have established what a hazard is. But what can we do to prevent the hazard from causing an injury or loss? We can reduce the risk of an injury to ourselves or others in many ways.

- Risk is the chance or likelihood of losing something of value and how severe that loss may be.

If it is not possible to eliminate a hazard, then we must reduce the chance of an injury or loss.

For example;

- if you overload a forklift, the hazard is the overloaded forklift.
- the risk is the chance the load will fall causing an injury or loss.
- the corrective action is to load fewer packages or secure the load.

By taking these actions we are controlling the risk.

- We first ask, "Can we eliminate the hazard?"
- If not, then we must ask "Can we control the risk and reduce the chance of an injury?"

Reporting Safety Concerns

There are several ways to report a workplace hazard.

If you know there is a hazard in your workplace or you have a safety concern, report it to:

- A Supervisor.
- Your agency Safety manager.
- Your Human Resources department.
- A Safety committee member.

Emergency & Injury Reporting

If you are in an emergency:

- Remain calm and **call 911**. You do not need permission to call 911.

If you do not have access to a phone shout for help or use any means possible to get attention. Do not put yourself in danger.

When talking to the emergency services, speak slowly and clearly. The sooner you relay the information to them the sooner they can dispatch help and assistance to you.

Key points they may need to know are:

- where are you?
- what has happened?
- who is involved or injured?
- when did it happen?
- how did it happen?

Have someone greet emergency services when they arrive. They may not know their way around your site or location.

If you are unsure about calling emergency services.... **Make the Call.**

Fire

Each agency has an Emergency Action Plan (EAP). Within the EAP, provisions are made for emergency evacuation of the building.

The evacuation will be controlled by the Buildings Emergency Action Team or BEAT team.

Your BEAT team will assist in ensuring the building is evacuated in a timely manner.

If you see fire or smell smoke, **Pull the Fire alarm.**

Fire alarms are located at every entry/exit on each floor.

- Leave the building immediately through the nearest safe exit.
- Do not stop to pick up your belongings.
- Do not attempt to extinguish the fire yourself.

Always be aware of where your nearest escape route is in case of emergency. Most people will exit the way they entered.

Earthquake

Every year we hold an earthquake and building evacuation drill called “the great shakeout”. The drill is held on October 17th at 10:17am. If an earthquake occurs - **DROP, COVER and HOLD.**

- **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and allows you to stay low and crawl to shelter.
- **COVER** your head and neck with one arm and hand.
 - If a sturdy table or desk is nearby, crawl underneath it for shelter.
 - If no shelter is nearby, crawl next to an interior wall (away from windows)
 - Stay on your knees; bend over to protect vital organs.
- **HOLD ON** until the shaking stops.
 - Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
 - No shelter: hold on to your head and neck with both arms and hands.

Active Shooter

The current protocol being implemented across the nation for response to an active shooter is **RUN, HIDE, FIGHT.**

- **Run** - Have an escape route and plan in mind. Leave your belongings behind and keep your hands visible.
- **Hide** - Hide in an area out of the active shooter’s view.
 - Lock the door and block entry to your hiding place with chairs, desks, tables, etc.

- **Fight** - As a last resort and only when your life is in imminent danger, attempt to incapacitate the active shooter. Act with extreme physical aggression throwing items at the active shooter while attempting to take them down and incapacitate them.

If you are injured.

Report the injury as soon as possible to your supervisor (within 24 hours).

Your supervisor will complete a First Report of Injury with you. Please give as much information as possible about the incident to your supervisor. What happened? How did it happen? etc.

If you are a supervisor and unsure how to complete the form, please contact your safety manager/office or HR for assistance.

Workers Compensation Insurer

We take your safety seriously. We put programs in place to protect you and provide a safe workplace. If you are injured, we have workers' compensation insurance.

Our workers' compensation insurance is provided by Montana State Fund. Located in Helena.

The first report of injury claim will be filed with our insurer. A claims examiner will process your claim and determine claim liability. The claim examiner will be one of your main points of contact throughout the claim process. Your agency also has a safety manager. Your agency safety manager and your supervisor are also important contacts for you.

Worker Compensation Management Bureau

Montana State Government has the Workers' Compensation Management Bureau (WCMB) at the Department of Administration. WCMB manages all workers' compensation insurance issues including policy, injury and safety management for all state agencies.

WCMB works closely with state agencies to assist and support them in preventing injuries to employees and managing the workers' compensation claim and return to work process. We value the hard work and commitment shown by all state employees and want to ensure they are not injured while at work.

We also want to ensure if an employee is injured, the claim, and if needed, the return to work process is a consistent and transparent process.

If you have any questions about workers' compensation insurance, claims process, return to work or safety and health, please contact us. You can find us on the Department of Administrations website under Healthcare & Benefits.

Department of Labor & Industry

The Department of Labor and Industry provides regulatory oversight of workers' compensation insurance in Montana. They also provide services to Montana employers and employees on the workers' compensation system in Montana including the Montana Safety Culture Act and OSHA compliance and consultation.

If you have any questions or are not sure who to talk to or where to go, the Department of Labor and Industry can help direct you where you need to be.

Useful Contacts

Agency Safety Contacts

Department of Administration	Kirby Fugle	406-444-4162
Public Employees Retirement	Kirby Fugle	406-444-4162
Teachers Retirement System	Kirby Fugle	406-444-4162
Department of Agriculture	Lindra Davies	406-444-3144
Arts Council	Jennifer Alger	406-444-6489
Department of Commerce	Penny Fassett	406-841-2718
Consumer Counsel	Olivia Tooley	
Dept. of Corrections	Skyler Macdonald	406-846-1320
Dept. of Environmental Quality	Larry Alheim	406-444-5382
Dept. of Health & Human Services	Joe McAnally	406-444-1544
Fish Wildlife & Parks	Carol Fah	406-444-4657
Governor's Office	Errolyn Lantz	406-444-5518
Historical Society	Jerry McGee	406-444-4693
Judicial Branch	Derek Shepherd	406-444-2982
Dept. of Justice	Terri Christianson	406-444-3093
Dept. of Labor & industry	Jake Sandau	406-444-6595
Legislative Branch	Lenore Adams	406-444-4456
State Library	Marlys Stark	406-444-3384
Dept. of Livestock	Ray Pellen	406-444-5819
Military Affairs	Jerry Macaraeg	
Office of Public Instruction	Kristy Schaan	406-444-2673
Office of Public State Defender	Barb Kain	406-444-9545
Board of Public Education	Julie Balsam	406-444-6576
Public Service commission	Mandi Hinman	406-444-6175
Dept of Revenue	Brett Boutin	406-444-2668
School for the Deaf & Blind	Shirley Wermling	406-771-6007
Secretary of State	Mark Carpenter	406-444-0698
State Auditor	Daniel Judge	406-444-3469
Dept. of Transportation	Rob Virts	406-444-7673
Montana State Fund	Stephanie Grover	406-495-5461
Dept. of Natural Resources & Conservation	Paige Tabor	406-444-2079

GO HOME SAFE



Workers Compensation Management Bureau

Bureau Chief	Lance Zanto	406-444-5689
Safety & Health Officer	Lisa Brooks	406-439-0122
Return to Work Officer	Mathew Chambers	406-444-7016

Workers Compensation Insurance provider

Montana State Fund	Customer Service Desk	800-332-6102
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Department of Labor & Industry

Workers Compensation Claims	Jason Swant	406-444-6451
Safety Consultation	Request a consultation	406-494-0324
Compliance	Report a safety concern	406-444-6401

Human Resources

State Human Resources	Information	406-444-0703
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State Continuity & Emergency Management

Building Emergency Action Teams	Tom Munsey	406-444-1462
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Safety is **EVERYONES RESPONSIBILITY**