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| | ***STANDARD OPERATING PROCEDURE***<br>State Form 39870( R/ S- 06) | Reference Number<br>EWS-005 |
| | Subject<br>Health and Safety Program Management | |
| | Special Instructions<br>Replaces SSU-005 dated March 1, 2015 | Effective Date<br>**November 17, 2025** |

## I. PURPOSE

Establish guidelines to recognize and protect employees from workplace health and safety hazards.

## II. POLICY

The Department shall maintain working conditions which are reasonably safe and free from recognized hazards. Both management and employees have an obligation to assist in maintaining proper working conditions. The Department will conduct periodic safety and workplace inspections.

## III. PROCEDURE

A. Employer commitment

1. Establish and maintain working conditions which are reasonably safe and free from recognized hazards that are likely to cause death or serious physical harm.

2. The obligation for employee safety and health protection are a management, supervisory, and employee responsibility.

B. Employee commitment

1. Employees shall use protective devices and equipment provided in accordance with applicable Indiana Occupational Safety and Health Administration (IOSHA) safety rules and standards.

2. Reasonable common sense safety rules not inconsistent with state IOSHA and federal OSHA standards shall be complied with by all employees.

3. No employee will be required to work under conditions that are unsafe or unhealthy beyond the normal hazards inherent to the specific job in question.

4. No employee may remove, damage, alter, or render inoperative any safety device or safeguard furnished or provided for use in any place of employment or interfere with the use thereof by any other person.

C. Professional standards and research commitment:

1. Provide employees with a reliable system for notifying management and/or supervisory personnel about hazardous working conditions without fear of reprisals.

2. Conduct comprehensive worksite surveys for safety and health requirements.

3. Perform routine job hazard analysis.

4. Conduct worksite safety and health inspections at all Department installations, annually and at other reasonable times, to identify new or previously missed hazards or failures to control recognized hazards.

5. Provide for appropriate safety and health training consistent with IOSHA general duty standards.

D. Health and safety inspections.

1. Health and safety violations will be listed on a safety compliance order and forwarded to the responsible commander.

2. Responsible commanders shall post the safety order, coordinate necessary repairs and/or corrections, and return the completed abatement form to the Professional Standards and Research Repository.

3. The IOSHA safety poster shall be prominently and permanently displayed in all occupied Department facilities. OSHA 300 Log Forms and Handbook shall be available in all department facilities.

4. All forms and documentation, relative to work place safety and health inspections, shall be kept in the office of the agency safety coordinator. Completed forms and abatement documents shall be kept for five (5) years.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.