

Commonwealth of Kentucky

Safety and Health Manual



September 2024

The integration of a defined, organized and functional Safety and Health Program must be an integral part of all our activities. That is the express purpose of this document, called the Commonwealth of Kentucky Safety and Health Manual. This Safety and Health Manual expresses and summarizes the Commonwealth's direction and commitment towards improving our work environment and controlling employee injuries.

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I. Purpose and Policy Statement

The goal of Kentucky State Government is to provide exceptional, cost-effective services to the citizens of the Commonwealth. This mission is achieved by maintaining a safe and healthy workforce. To this end, this Safety and Health Manual; hereinafter called the Manual, is intended to promote health and safety by setting and enforcing standards; educate state employees on preventative measures, procedures, and practices to reduce work-related accidents by identifying potential hazards and dangers before an injury may occur; provide safety training opportunities, initiatives and outreach; establish partnerships across state government through the Executive Safety Advisory Committee; and to encourage continual improvement of workplace safety and health across all entities of State Government.

Accident prevention and efficient operations should always be a managing principle. Accidents resulting in personal injury or damage to equipment and property represent needless losses for employees and for the agency. The efficiency of an organization can be measured directly by its ability to control losses of all types. The Personnel Cabinet's goal is to provide safety data and resources throughout state agencies to reduce the number of work-related accidents and associated costs.

Supervisors of state employees must stress the importance of creating a culture for safe job performance. Each agency must take steps necessary to ensure proactive support at all management levels for the State Safety Program and the Executive Safety Advisory Committee.

II. Roles and Responsibilities

The Executive Safety Advisory Committee

The Executive Safety Advisory Committee (ESAC) was established under [Executive Order 2005-567](#) and is chaired by the Personnel Cabinet. The ESAC is comprised of representatives appointed from across state government. ESAC functions as the structural framework whereby Kentucky state employees may be trained in, and apprised of, the most up-to-date and efficient health and safety information and practices available to today's workforce.

The State Safety Program; hereinafter called the Program, was established under [101 KAR 2:150](#) and is administered by the Personnel Cabinet. The purpose of the Program is to promote a workplace safety program for state employees that will reduce the number of work-related accidents and illnesses. Under this same authority, the ESAC serves as a conduit in executing the goals of the Program.

ESAC appointees or members, assist in the design, coordination, and implementation of the Program, coordinating resources and lending their experience and expertise in developing a Program that is second to none. Each ESAC member is then charged with organizing and chairing a Safety Committee within their respective agency as discussed in the next section of this Manual. The safety and health policies, procedures, and requirements, as promulgated by ESAC and the Program, are then disseminated through ESAC members to their respective agency Safety Committees with the intent to ultimately reach each state employee.

Safety Committees

Overview

A Safety Committee performs a variety of functions, however, it is established primarily as a means of communication between employees and management, within the agency, on matters of safety and health. For that reason, the Safety Committee should consist of such persons within each agency, at all levels as necessary, to effectively accomplish such.

As it relates to workplace safety and health, it is the Safety Committee's responsibility to facilitate the primary functions of the Program, which are to educate employees on preventative measures, procedures, and practices intended to reduce an employee's exposure to injury by identifying potential hazards and dangers before they lead to an accident and in the event of an injury or accident, properly document the event in accordance with Section VI of this Manual. This is done by ensuring that all state employees are well trained. To be well trained, all state employees must be aware of, and have access to, said training and safety information. It is the role of each Safety Committee to design, organize, and implement certain procedures and channels of communication to this end. Each agency is wholly different in both size and structure, and is free to organize its respective Safety Committee, and/or its subcommittees, as it sees fit to accomplish the overall purpose of the Program, ensuring adequate flow of information. Below is a suggested format that may help in establishing the same.

Organization & Administration

1. The Safety Committee, or subcommittee, will be comprised of, but not limited to, representatives of management, supervisors and employee(s) from the various agencies, commissions, departments, branches, or facility locations.
2. The Safety Committee shall meet no less than biannually or as needed.
3. The chairperson will coordinate committee activities and assign committee member responsibilities.
4. The chairperson will also work with the committee to maintain the safety bulletin board postings.

Responsibilities

The Safety Committee shall have the following specific responsibilities:

1. Maintain meeting minutes.
2. The agency safety representative or designee* will conduct an inspection of the facility twice per calendar year and complete the Office Safety Inspection Report located in Section VIII of this Manual.
3. Discuss results of worksite inspections and observed safety hazards.
4. Discuss alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the agency safety representative or designee will conduct inspections or investigations to determine remedial solutions.
5. Discuss occupational accidents and causes of incidents resulting in injuries, illnesses or exposures to hazardous substances and damage to equipment. Where appropriate, submits suggestions to management for the prevention of future incidents.
6. Discuss the status of corrective actions identified by Supervisor Safety Incident Meeting reports, or by inspections, investigations, or suggestions.
7. Reviews employee safety suggestions. Submits recommendations to assist management in the evaluation of suggestions.
8. Recommends new safety policies or procedures.
9. Recommends/implements safety and health promotional and educational activities.

* The agency safety representative may be the employee that represents the agency on the Executive Safety Advisory Committee and chairs the agency Safety Committee, or an employee designated from the Safety

Committee, to fill this role on their behalf. Agencies should organize and assign roles as it sees fit to effectively achieve the goals of the Program, based on their existing processes and structure.

Communications

The Safety Committee also facilitates communication on matters of safety and health between management, supervisors, and employees, which is essential to an effective Program. The primary means for communications include:

1. **Direct Personal Contact** between the supervisors and employees to instruct or discuss safety topics related to the employees' work is a powerful tool for developing favorable employee behavior toward safety and accident prevention.
 - Keep a clear and documented record of any direct personal contact held in regards to safety rules and job procedures. This creates a record of what has been discussed with an employee, on what dates, and by what supervisor(s). Such information is useful to establish the fact that employees have been properly instructed and may also be used as a tool to help decide future topics to discuss with employees and to ensure employees have taken the appropriate remedial actions.
2. **Group Safety Meetings** with a supervisor's employees are another effective means of communicating safety and conducting training.
 - Topics should be chosen that are pertinent to the job safety or health of the group.
 - The meeting should include open discussions of certain topics to ensure employee understanding.
 - It is also important to obtain suggestions from employees on ways to improve their job safety.
 - Group safety meetings must to be documented using the *Supervisor Safety Meeting Record* included in Section VIII of this Manual, for Kentucky occupational Safety and Health (KYOSH) purposes.
3. **Written Communications** concerning safety and health topics, practices, or matters of interest should be used to convey important, new, or revised policies and procedures.
4. **Bulletin Boards** shall be made available for required government postings such as the OSHA and Workers' Compensation notices.
 - It will also be used to post safety rules and important policies and procedures.
 - There must be at least one (1) bulletin board conspicuously located within the building.
 - The agency safety representative or designee is responsible for maintaining the bulletin board and controlling the notices posted.

Management

Program management and direction will be accomplished by onsite management, with authority delegated to specific employees to ensure compliance with the Program's policies and directives.

Management within each agency shall have full authority and responsibility for Program implementation and maintenance as it pertains to facilities and operations under their agency's respective jurisdictions. In addition, management shall provide administrative oversight and direction for all safety and health initiatives. The responsibilities listed below are best practices to ensure appropriate procedures and practices are implemented in an effort to provide state employees with the highest level of occupational safety and health. To this end, agencies shall also appoint appropriate staff to represent them on the ESAC as outlined in Section II of this Manual.

Supervisors

Supervisors must perform many tasks to ensure a safe working environment for the employees they manage. Supervisors shall:

1. Assume responsibility for safe and healthy working conditions for employees under their direct supervision.
2. Ensure that each employee is fully trained for each task they are assigned and ensure their understanding of the safety rules and procedures applicable to each task they perform.
3. Maintain a continuous program of on-the-job training. The supervisor is responsible for ensuring all applicable job training is conducted unless otherwise specified. Ensure that safety considerations are incorporated into all job instructions.
4. Ensure that only trained employees are permitted to operate mechanical and electrical equipment.
5. Instruct all employees on the reporting procedures for all accidents and the necessity of receiving first aid treatment even in the case of minor injury. When an accident does occur, the Supervisor must complete the “Supervisor’s Accident Investigation Report” form as provided for in Section VIII of this Manual.
6. Diligently pursue all practical means to reduce and prevent injuries, accidents, collisions and potential liabilities that may present hazards to their employees.
7. Take the initiative to recommend and/or correct any known deficiencies in facilities, workstations, work procedures, employee job knowledge or execution of tasks that could affect loss-control efforts.
8. Ensure compliance with all safety rules, practices, and procedures.
9. Be consistent in enforcement of safety rules and procedures and impartial in taking disciplinary action against employees who, after conducting a Supervisor Safety Incident Meeting, continue to fail in following safety rules and procedures. Be prompt in giving recognition to employees who do follow them consistently.
10. Conduct a meeting with each employee who has failed to follow a safety rule or procedure and document all appropriate details of such meeting on the Supervisor Safety Incident Meeting form, located in Section VIII of this Manual.
11. Perform periodic inspections of worksite and facilities.
12. Ensure that all areas designated as dangerous are labeled with the type of hazard involved.
13. Halt all operations and activities in which an imminently dangerous condition exists or may exist for employees. Remove employees from a workstation when they are not wearing or correctly utilizing prescribed PPE.
14. Ensure that all tools and equipment are maintained in a safe and serviceable condition and are adequately stored to ensure the same.
15. Ensure that all safety devices and equipment, including Personal Protective Equipment (PPE), are properly maintained and that each employee knows how to appropriately deploy and utilize the same.

Employees

Employees are responsible for acting in compliance with all safety rules, procedures, and practices for which they have been trained and as outlined in Section IV of this Manual. Additionally, employees are required to exercise good safety judgment in the course of their work performance to prevent accidents and injuries to themselves and others. Each employee shall:

1. Be certain that they understand instructions completely before starting work and that all safety and health requirements are complied with prior to work activity.
2. Only operate machinery and equipment that they have been trained and authorized to operate.
3. Obey all safety rules and procedures and follow known work instructions. If any uncertainty exists related to the safety of a particular job or task, the employee shall immediately cease work and request further direction from their supervisor before continuing the work.

4. Wear all required PPE when working in hazardous areas or when the task requires an employee to do so. Know PPE limitations and dress safely and appropriately when conducting those tasks.
5. Be able to recognize hazards pertinent to their specific job.
6. Review the safety educational material posted on Safety Bulletin Boards and/or distributed to his/her work area.
7. Know the location of all first aid and medical equipment, including Automated External Defibrillator (AED) devices.
8. Check Material Safety Data Sheets (MSDS) when handling unfamiliar hazardous material.
9. Report all unsafe conditions and/or unsafe acts to the Supervisor and/or agency safety representative or designee in charge of the facility where the condition is observed.
10. Report all injuries to their supervisor, no matter how minor, including incidents that *might* have caused an injury.

III. Safety Rules, Practices, and Procedures

The following list of fundamental safety rules, practices and procedures will assist employees in preventing workplace injuries or accidents. It is not an all-inclusive list. Refer to Occupational Safety and Health Standards for General Industry (29 CFR 1910), or Occupational Safety and Health Standards for construction (29 CFR 1926) for more detailed and/or specific regulation information. <http://www.osha.gov>. You can also contact the State Safety Program at (502)564-9653 for more information.

General Safety

- Know the job safety requirements for which you are tasked.
- Read all safety materials distributed to you thoroughly.
- Be certain that all instructions are clearly understood before starting a task.
- Know your Safety Committee members. Contact them with all safety problems and/or concerns.
- Report all injuries to your supervisor, no matter how minor they seem.
- If you cannot safely correct an unsafe condition, report it immediately.
- Avoid horseplay and distracting others.
- Do not sacrifice safety for the sake of production.
- Always use the handrail on stairs.
- Drive defensively when operating motor vehicles. Observe posted speed limits and wear seat belts.
- Do not report for work under the influence of alcohol, drugs, or otherwise impaired.

Ergonomics and Workplace Safety

- Learn to lift and handle materials safely. Do not hesitate to ask for help in lifting heavy loads. Always push rather than pull a load.
- Keep walking surfaces free from tripping hazards. Keep work areas dry, clean, and orderly.
- Do not leave desk and file cabinet drawers open.
- Open one file drawer at a time. Place heavier drawers at the bottom of the cabinet.
- The top of the computer monitor should not be higher than the user's eyes for normal vision.
- Bifocal and trifocal users may prefer to have their monitor at a lower position.
- The screen and document holder should be the same distance from the eye and at the same level to avoid constant changes in focus and close enough together so the operator can look from one to the other without excessive movement of the neck or back.
- The preferred viewing distance for monitors ranges between 18 and 24 inches.
- The preferred working position for most keyboard operators is with the forearms parallel to the floor and elbows at the sides.
- The mouse should be positioned at the operator's side with his or her arm close to the body for

support, while maintaining a straight line between the hand and forearm.

- Do not use office furniture or other objects as a ladder or stool. Inspect ladders before use. Be certain they are in good repair and of the correct height.

Personal Protective Equipment

- Use appropriate respirators when working with hazardous materials.
- Wear safety glasses, goggles, or face-shields when there is a risk of eye injury.
- Never do a task or operate equipment without the required personal protective equipment.
- Wear hard hats when there is a hazard from falling objects.
- Wear substantial shoes when walking on rough or uneven surfaces. Steel-toed shoes are required when working around heavy loads that could fall on feet.
- Wear appropriate gloves to prevent cuts and protect from hazardous materials.
- Wear shoes with slip resistant soles that provide maximum surface traction.

Emergency Procedures

- Be aware of the Executive Branch Emergency Preparedness Procedure
 - Keep your personal and emergency contact information current within KHRIS Employee Self-Service.
- Know your agency emergency procedures, specifically what to do in case of fire or other emergency.
 - Know the locations of fire extinguishers and how to use them.
- Participate in building drills and exercises.
- Remain alert of your work environment

Equipment Safety

- Operate only equipment for which you are capable, trained, and authorized to use.
- Do not wear jewelry or loose clothing around machinery or equipment.
- Do not use defective or unguarded equipment. Report the condition to your supervisor.
- Ensure that machine safety guards are always in place when operating equipment.
- Maintain hand tools in good repair. Inspect them regularly.
- Top heavy equipment should be properly anchored to the floor.
- All pedestal/bench grinders should be equipped with properly adjusted tongue guards, tool rests, and peripheral spindle guards.
- Shield ventilation and exhaust fan blades with mesh (1/2 inch in diameter or smaller), when fans have been installed within seven feet of the work area floor.
- Do not use powered industrial trucks/forklifts that are defective in any manner (horn, brakes, etc.).

Hazardous Materials

- Separate compressed gas cylinders by type when storing them, and secure with valve protection caps in place. Separate oxygen cylinders from fuel gases by at least 20 feet.
- Post "NO SMOKING" signs near all flammable liquids.
- Report chemical spills to appropriate personnel immediately.
- Store flammable liquids such as fuels and solvents (i.e., paint thinner) in approved safety cans. Quantities are also limited by KYOSH standard.
- Ensure compliance with the KYOSH hazard communication standard. This includes a written program, labeling, material data sheets, and training.

Electrical Safety

- Use portable electric tools outdoors only if they are grounded or double insulated and GFCI protected.

- Ground all fixed electrical equipment.
- Use extension cords to temporarily furnish power to portable tools or appliances. Cords must be free of defects and without splices.
- Always put live electrical parts in proper enclosures and under no condition use exposed electrical parts.

IV. Safety Training

New Employee Orientation

Worksite training begins on the first day of initial employment or new job assignment. New Executive Branch employees will complete enterprise onboarding and orientation tasks and training. Both new and transferred employees shall also meet with the agency safety coordinator or their supervisor, to complete the following:

1. Review the State Safety and Health Manual and sign the employee acknowledgement.
2. Complete the Safety Orientation Checklist, discussed in Section VI and located in Section VIII of this Manual, reviewing all items listed.
3. Discuss the employee's previous safety training and certifications to develop a plan for future training as relates to the current job duties and classification.

Job Specific Training

Each employee will be trained on the safety aspects of their job, by the subject matter expert, prior to performing any task. Supervisors should use the following methods to increase employee comprehension and shall document all training.

1. Provide verbal instructions and specific directions on how to perform functions safely.
2. Provide a demonstration of job tasks, using known safe work practices.
3. Observe employee performing the work previously demonstrated. If necessary, remedial instruction will be provided to correct training deficiencies prior to final release to perform unsupervised work.
4. Provide safe operating instructions prior to the use and operation of new equipment or processes.
5. Review safe work practices with employee before permitting new, non-routine, or specialized procedures to be performed.
6. Advise employee of the general safety rules, policies, and procedures.

V. Hazards and Unsafe Conditions/Work Practices

Inspections

Hazard evaluations and scheduled inspections are essential to an effective safety program to:

- Identify existing or potential hazards so that appropriate corrective action can be taken to eliminate hazards, and correct unsafe conditions and work practices; and
- Ensure mandated safety programs and standards are in place and are being followed and enforced.

See chart on next page.

Schedule of Inspections (at a minimum)			
Who	What	When	Why
Supervisor/Manager	Informal Inspection	Daily	To detect hazards and unsafe conditions and work practices. Reach out to appropriate parties and/or resolve any issues detected.
Agency Safety Representative or Designee	Informal Inspection	Monthly, at a minimum	To detect hazards and unsafe conditions and work practices. Reach out to appropriate parties to resolve any issues detected.
Agency Safety Representative or Designee	Special Hazard Evaluation Inspections	When any of the following are introduced into the facility: <ul style="list-style-type: none"> • New substances. • New processes. • New procedures. • New equipment. • Safety Committee and/or management is made aware of a new or unrecognized hazard. 	Evaluate for any new occupational safety and/or health hazard
<ul style="list-style-type: none"> ▪ Informal Inspections - Must be documented on the Safety Inspection Report, <i>when</i> hazards are noted that cannot be immediately corrected. ▪ Formal Inspections – Must be documented on the Safety Inspection Report. ▪ The Safety Inspection Report, when completed by the supervisor, should be forwarded to the agency safety representative or designee for review and tracking of corrective action. When completed by the agency safety representative or designee, it should be forwarded to the agency Safety Committee for review, though tracking of corrective action will still be handled by the agency safety representative or designee or management. 			

Inspection Resources

The following items, both located in Section VIII of this Manual, may be helpful when conducting informal inspections:

- Office Safety Checklist
- Ergonomic Evaluation Checklist

Corrective Action

A plan to assure that timely corrective action is taken whenever hazards or unsafe conditions or work practices are observed or discovered is an essential element of any effective safety program.

Procedure

Review Safety Inspection Report, if not already noted, determine corrective action and take action:

- Serious or imminent hazards are to receive immediate attention.
 - If it cannot be immediately corrected without endangering employees and/or property, the agency safety representative or designee will see that:
 - All exposed personnel are removed from the area except those necessary to correct the hazardous condition.
 - Where appropriate and reasonable, that warnings are posted, and steps are taken to ensure that others are not exposed to the known hazard.
 - That the employees involved in correcting the hazardous condition are provided the necessary safeguards.
 - If corrective action cannot be determined, it should be brought to the attention of a supervisor or the agency safety representative or designee, for assistance in determining the action to be taken.
- Unsafe conditions and/or work practices are to be corrected as soon as possible. If not immediate, time specified for corrective action is to be appropriately proportional to the severity of the hazard.

All corrective action should be noted on the Safety Inspection Report and filed as indicated in Section VII of this Manual.

VI. Accident Reporting and Investigation

Reporting

Every work-related injury, regardless of its severity, must be reported immediately by the employee to their supervisor. Any fatality and/or hospitalization resulting from a work-related accident, including heart attack, must be reported by the supervisor, to:

State Safety Coordinator
(502) 564-9653

Division of OSH Compliance
(502) 564-3070 [after hours, contact OSHA (800) 321-6742]

As follows:

- **FATALITY:** *Within eight (8) hours*, from which an employer, employer's agent, or another employee first becomes aware of the incident.
- **HOSPITALIZATION:** *Within seventy-two (72) hours*, from which an employer, employer's agent, or another employee first becomes aware of the incident.
 - **For any injury requiring outside medical attention, or that has the potential for requiring outside medical attention**, the supervisor shall also complete a [First Report of Injury](#) or "IA-1" form. The IA-1 must be received by the Commonwealth Self-Insured Workers' Compensation Program within seventy-two (72) hours per KRS 342.038(3).

Visit: [Reporting an Accident, Amputation, Loss of Eye, or Fatality - Kentucky Education and Labor Cabinet](#) for details.

Investigation

Accident Investigation is important to determine causes and to implement corrective action to prevent further occurrences.

An accident investigation must be conducted for:

- A. Any injury requiring medical treatment.
- B. Incidents involving significant property or equipment damage.
- C. Any hazard or incident that has the potential for serious injury.
- D. When a review of the OSHA 300 log indicates that there have been three or more minor injuries with the same identified cause or occurring to the same individual.

Accident Investigation reports will be used to develop injury statistics and analyses to assist management in the improvement of its Safety and Loss Control Program.

Investigative Process

1. Immediately after an accident, the supervisor must assure that any injured employee(s) receives necessary medical treatment.
2. The supervisor should then take measures to control any conditions that are immediately hazardous to others, and, if possible, to limit further equipment or property damage.
3. Unless necessary, the immediate physical location of the accident or incident is not to be disturbed. Do not attempt to repair or remove the source or agent of the accident until the supervisor has had ample time to examine the scene and complete a *Supervisor's Accident Investigation Report*, located in Section VIII of this Manual.

Completing the Supervisor's Accident Investigation Report

The supervisor should interview the injured employee(s) as soon as possible. There are two circumstances under which it is acceptable to postpone questioning of injured personnel:

1. If doing so delays medical treatment.
2. If the injured employee is extremely upset or in pain.

Witnesses are important sources of accident information and should be separately interviewed promptly after an accident. The following steps should be taken when conducting accident investigations:

1. Remind the employee to give their complete version.
2. Ask questions necessary to complete a thorough investigation. Detailed notes of all comments should be recorded on the report.
3. Review the report with the witness to ensure its accuracy.

If similar accidents are to be prevented from happening again, the underlying causes for both the unsafe acts and conditions must be identified. The investigator(s) must keep in mind that in almost every accident a combination of hazardous conditions and unsafe acts likely contributed to causing the accident. Mechanical defects, such as missing or inadequate guards, poor maintenance, congested work areas or poor lighting must be considered and recorded. The supervisor should be sure to note all unsafe acts and hazardous conditions that contributed to a single accident. Where possible, photographs should be taken of the scene and unsafe conditions involved in the accident.

Ensure all sections of the report are completed with special emphasis placed on corrective action or recommendations for corrective action, to prevent similar occurrences. The completed report must then be provided to management and a copy provided to the agency safety representative or designee.

Management will review and initial each report to determine that it was properly completed and that appropriate remedial action has been taken or recommended.

An incident meeting should take place after an investigation to address the safety rule or procedure that was not followed and the corrective measures needed to prevent further violation or incident. The *Supervisor's Safety*

Incident Meeting form is available in Section VIII of this Manual.

VII. Recordkeeping and Analysis

Well-maintained records provide data for evaluating the effectiveness of a safety program and evidence of compliance with safety standards.

Supervisors may use these records to identify:

- the need for new or more in-depth training in new or existing areas,
- processes needing additional job safety analysis, and
- undetected hazards or those that have been detected and not corrected.

Records shall be continuously maintained and readily available for inspection. In addition to certain record keeping requirements listed below, numerous specific standards require records be maintained at applicable worksites. Areas using respirators, heavy equipment, or hearing protection programs are examples of worksites that must meet certain record keeping requirements.

Record Keeping Centers

A Record Keeping Center (at each worksite) shall provide a central location for all safety material and files. Worksites that are assigned to five or fewer employees, may establish their record keeping center at the department level, however; the Site Manager shall provide the telephone number and a contact person at the Record Keeping Center so that employees have access to records during business hours. Certain information and reports must be posted at the permanent worksite.

The Record Keeping Center will contain all Safety Files for the worksite and will be in the custody of the onsite supervisor.

Safety Files shall include, at a minimum:

- Training Records, includes:
 - Safety training records for each employee, using the standard form provided in Section VIII of this Manual.
 - These should be maintained from an employee's first day of employment to the end of employment or transfer. (The employee will be provided a copy when transferring or departing.)
 - Training records may be used by the site Manager to certify individuals as qualified to operate certain types of equipment or vehicles.
 - Annual retraining should be documented using separate entries for each year the training is received or required.
- Worksite emergency plan
- Bloodborne Pathogens Exposure Control Plan
- Lockout/Tagout and Administrative Respirator Programs (where applicable)
- Hazard Communication Program
- Site Safety Committee minutes
- Office Safety Inspection Reports:
 - Daily supervisor walk-through inspection reports, without corrective action needed, may be recorded and maintained at the Supervisor's discretion.
 - Reports, with corrective action needed, shall be maintained for a period of one (1) year.
- Equipment Records - records of equipment maintenance, inspections, tests, and service work which are required by specific standards shall be maintained until equipment is transferred or disposed. This

includes personal protection equipment records.

- Job-related Accident, Injury, and Illness documents, includes:
 - Supervisor Accident Investigation Reports
 - First Report of Injury or Illness Forms (IA-1) must be attached, as well as medical reports pertaining to the accident.
 - Log and Summary of Occupational Injuries, Diseases, or Illnesses (OSHA 300)
 - Shall be maintained at each worksite. Each accident shall be entered in accordance with the form's instructions. The Log shall be maintained on a calendar year basis.
 - The Log certification shall be accomplished by affixing the signature of the Supervisor

VIII. Forms and Other Resources

- Safety and Health Manual - Employee Acknowledgement (next page)
- [Safety Orientation Checklist](#)
- [Supervisor Safety Meeting Record](#) (with [continuation sheet](#))
- [Safety Inspection Report](#)
- [Office Safety Checklist](#)
 - [Ergonomic Evaluation Checklist](#)
 - [Slip/Trip/Fall Prevention Checklist](#)
- [Telecommuting Safety Checklist](#)
- [Supervisor's Accident Investigation Report](#)
 - [Accident Cause Analysis Flow Chart](#)
- [Supervisor Safety Incident Meeting](#)



Safety and Health Manual Employee Acknowledgement Form

I acknowledge I have read the Commonwealth of Kentucky Safety and Health Manual and understand my responsibility to all policies set forth. I further acknowledge I have full access to all Health and Safety documentation filed with my department and state.

EMPLOYEE ACKNOWLEDGEMENT	
Employee's Printed Name	Employee ID or PERNR
Job Title	Date of Hire
Agency Name	
Employee's Signature	Date