

Providing employees a safe environment in which to work is the Washington State Department of Transportation's top priority. The department is committed to the safety of its employees. To ensure this commitment is met, the department provides training and guidance about working in a safe and safety conscious manner. It is the responsibility of every employee to provide for workplace safety.

Consistent with the Secretary's [Executive Order E 1033.00](#), the *Safety Procedures and Guidelines Manual M 75-01* is written with this commitment to safety in mind. This publication provides guidance to all employment levels outlining responsibilities and procedures to follow to ensure workplace safety. Ongoing training will inform employees about safety concerns and programs. Regular updates to this manual will occur to emphasize the department's commitment.

Following and observing the procedures and responsibilities in this manual will reduce the number of workplace injuries and unsafe conditions.

Everyone is responsible to:

- Report unsafe conditions,
- Prevent and report all accidents,
- Use personal protective clothing and equipment, and
- Develop a pre-activity safety plan.

 /s/ Chris Christopher

Robert "Chris" Christopher, P.E.
Director of Maintenance Operations

 /s/ Joel Amos

Joel Amos
Safety and Health Administrator



Washington State
Department of Transportation

Secretary's Executive Order

Number: E 1033.01

/s/ Paula J. Hammond
Secretary of Transportation

Date: June 2, 2008

Employee Safety

I. Introduction

At the Washington State Department of Transportation (WSDOT) safety is our highest priority.

This Secretary's Executive Order focuses on improving safety performance and embracing a safety-first culture. It sets the expectations for all employees to achieve our workplace safety goals.

II. Supersession and Changes

This Secretary's Executive Order 1033.01 supersedes *WSDOT Employee Safety* Secretary's Executive Order 1033.00 dated July 1, 2006. This revision is the result of language changes and continued endorsement by Executive Management.

III. Secretary's Executive Order

Workplace injuries are preventable. Employees are responsible for workplace safety. All employees are directed to:

- Include workplace safety and health objectives in designing, planning, training for and carrying out all work activities.
- Create a workplace where employees take responsibility for safety and health.
- Involve employees in reaching our goal of zero workplace injuries.
- Help co-workers meet the expectation of working injury-free every day.
- Report workplace injuries, accidents, and illnesses.
- Ensure data from workplace injuries, accidents, and illness is used to remedy unsafe conditions.

IV. Expectations for Performance

The Secretary of Transportation will establish safety performance goals for the department.

V. Immediate Actions

Working safely is a critical job expectation. Non-performance in this area will be treated as grounds for corrective personnel action.

The following basic safety provisions will be followed in every work activity:

- Participation in work group safety plans which includes the Ferries *Safety Management System*.
- Identification of hazards and safety concerns prior to performing task.
- Implementation of corrective actions for identified hazards prior to performing task.
- Wearing appropriate personal protective equipment when other preferred control measures are infeasible.
- Prompt reporting of all incidents.

WSDOT employees must follow the policies and procedures in the [Safety Procedures and Guidelines Manual M 75-01](#), except WSDOT Ferries employees.

Ferries employees must follow the policies and procedures in the Ferries *Safety Management System*.

VI. WSDOT Assistant Secretary of Administrative Operations

The Assistant Secretary of Administrative Operations is responsible for annual review and updates to this document. All executives are responsible for informing the Assistant Secretary of Administrative Operations of changes needed for the maintenance of this document.

VII. Information to Carry Out This Order

For information about employee safety and policies on employee safety, contact the Headquarters Safety Office at (360) 705-7747.

Employee Safety
Secretary's Executive Order E 1033.01
June 2, 2008

VIII. Directional Document References

- [Human Resources Desk Manual M 3007](#)
- [Maintenance Manual M 51-01](#)
- [Risk Management Manual M 72-01](#)
- *Safety Management System* Ferries
- [Safety Procedures and Guidelines Manual M 75-01](#)
- [Work Zone Traffic Control Guidelines M 54-44](#)

Americans with Disabilities Act (ADA) Information

To request this document in large print, Braille, cassette tape, or on computer disk, call (360) 705-7097. Or, dial 7-1-1 (voice 1-800-833-6384) to contact Washington State Telecommunications Relay Service and Tele-Braille, and request connection to (360) 705-7097.

