EMPLOYEE SAFETY
Who are the new Safety Resources within the INDOT organization?

Michael B. Cline
Deputy Commissioner
District Operations & Traffic Management

Lyle Sadler
Employee Safety Director
lsadler@indot.in.gov
(317) 233-6972

Heather Ward
Program Director
hward@indot.in.gov
(317) 234-1182

Connie Kleyn-Siebenthal
Program Coordinator
ckleynsiebenthal@indot.in.gov
(317) 232-7573

Central Office
INDOT’s Safety offices are resources for all INDOT employees to create and maintain a safe work environment. Federal and State standards require INDOT to have “duty of care” to ensure every employee’s health, safety and welfare while at work.

Most importantly, our offices are available to provide support to INDOT leaders so they may communicate, integrate and reinforce safety in all INDOT employees daily work activities.

INDOT Safety Related Manuals:


Both Central Office Employee Safety and District Employees Safety Offices serve all INDOT employees.
Do you have the right equipment for the job?
Employers shall analyze and assess the workplace and conditions to determine what hazards are present or could potentially become present. Job hazard analyses/assessments is an effective method of preventing injuries.

Job Procedures: Workplace injuries often occur because employees are not trained in the proper job procedure. A hazard analysis/assessment allows the employer to analyze, develop and/or refine safer more efficient job procedures.

Personal Protection Equipment (PPE): The appropriate personal protective equipment (PPE) to be utilized when employees are working shall be determined and documented through hazard analyses/assessments.

For more information regarding job hazard analysis/assessments, review OSHA’s Job Hazard Analysis guide at: http://www.osha.gov/Publications/osha3071.pdf

Maintain proper documentation of these analyses/assessments
Federal Register - 23 CFR Part 634 Worker Visibility of the Federal Register is now effective.

ANSI/ISEA Class II  
Required

ANSI/ISEA Class III  
Recommended

INDOT requires Class 3 vests for all INDOT employees by January, 2010 through a Quantity Purchase Agreement with the Indiana Association of Rehabilitation Facilities, Inc., (INARF). For information regarding INARF’s safety products, please visit: http://www.inarf.org/default.asp
Federal Register – 23 CFR Part 634 Worker Visibility states:

- All workers within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear high-visibility* safety apparel. -§ 634.3
- States and other agencies shall comply with the provisions of this Part no later than November 24, 2008.

*High-visibility safety apparel means personal protective safety clothing that is intended to provide conspicuity during both daytime and nighttime usage, and that meets the Performance Class 2 or 3 requirements of ANSI/ISEA 107-2004 publication entitled “American National Standard for High-Visibility Safety apparel and Headwear.”
Worker Visibility References

Federal Register - 23CFR Part 634 Worker Visibility:
http://ops.fhwa.dot.gov/wz/resources/policy.htm

Manual on Uniform Traffic Devices (MUTCD):
http://www.in.gov/indot/3244.htm

American National Standards Institute (ANSI) / International Safety Equipment Association (ISEA) 107-2004:
http://www.safetyequipment.org/hivisstd.htm

Indiana Occupational Safety and Health Administration’s (IOSHA) letter of interpretation regarding Reflective Vests and Public Safety Personnel:
http://www.in.gov/dol/2365.htm
Daily Safety Briefings

Plan, prepare and identify potential hazards
The daily safety briefing is a pro-active communication application utilized in preventing injuries and accidents while performing daily work activities. Safety is a leadership responsibility. At INDOT, all levels of leadership are responsible for ensuring daily safety briefings are being performed prior to all INDOT field applications.

Daily safety briefings:

• Allows supervisors to communicate all possible safety hazards employees may be exposed to while performing daily work activities
• Allows the employees to communicate their safety concerns to their supervisors

What PPE do we need?
Follow new federal requirements and INDOT procedures!!!
Schedule change
The Indiana Occupational Safety and Health Administration (IOSHA) is responsible for ensuring workplace safety and health in Indiana. IOSHA is composed of various divisions that enforce compliance with occupational safety and health regulations. Additionally, IOSHA’s Whistleblower Protection Unit works to maintain the integrity of the Indiana Occupational Safety and Health Act (the Act). IOSHA protects the right given to employees that file health and safety complaints with a government agency and the freedom to participate in an IOSHA inspection. Additionally, IOSHA’s Whistleblower Protection Unit investigates all claims of retaliation against employees that may exercise their rights provided by the Indiana Occupational Safety and Health Act (the Act).

IOSHA information, Construction Safety, or Industrial Compliance: 317-232-2655

Fax: 317-233-3790

Email: jecarter@dol.in.gov
Employer Requirements

Employers must:

- Employers of eleven (11) or more employees must maintain records of occupational injuries and illnesses as they occur.
  300 Log of work related injuries and illnesses
  301 Injury and illness incident report
  300A Summary of work related injuries and illnesses

The Summary page of the log must be posted at each establishment no later than February 1st and must remain in place until April 30th.

- Display the OSHA poster - The OSHA Job Safety and Health: It's the Law poster (OSHA 3165) is available for free from the OSHA Office of Publications. Please visit: http://www.osha.gov/Publications/poster.html

- For on the job accidents that results in a fatality or hospitalization of three (3) or more employees, employers must contact IOSHA within eight (8) hours.
OSHA is authorized under the Act to conduct workplace inspections to enforce standards. Every establishment covered by the OSHA Act is subject to inspection by OSHA compliance safety and health officers (CSHO's). Inspections, with very few exceptions, are conducted without advance notice.

- **Imminent Danger** - Conditions that may require correction as soon as possible
- **Multiple hospitalizations resulting in three (3) or more employees being hospitalized**
- **Employee Complaints/Referrals**
- **Programmed High-Hazard Inspections**
During the inspector’s visit:

- **Credentials** - OSHA Compliance Officer shall provide credentials
- **Opening Conference**
  - The compliance officer explains the purpose of the visit, the scope of inspection and the applicable standards
  - An employer representative will be asked to accompany the compliance officer
- **Inspection Tour**
  - Walk area and point out unsafe and unhealthful working conditions observed including possible corrective actions that may be taken by the employer
  - Consult with employees with minimal interruption
  - Inspect recordkeeping including OSHA workplace poster and the totals from the OSHA 300A have been posted
- **Closing Conference**
  - Discuss problems and needs to resolve issues, time for questions and answers
  - “Yes, we will fix it”
A project office should have, at minimum:

- A competent person designated by the employer to inspect the job site, materials and equipment.
  - The competent person must have the ability to identify existing and potential hazards and have the knowledge of how to take corrective measures to alleviate hazards.

- OSHA’s 300 (Log) and OSHA 300A (Summary)
  - 300 - Log of Work-Related Injuries and Illnesses
  - 300A - Summary of Work-Related Injuries and Illnesses
    (Post the 300A Summary page from February 1 to April 30 of the year following the year covered by the form)


- Written Hazardous Communication Program, including:
  - Written program
  - Training
  - Labeling (ie. HMIS, NFPA, Manufacturer Standard labeling)

- Material Safety Data Sheet (MSDS)
  - Organized
  - Up-to-date
  - Availability
- Written Safety Policy
- First Aid kit
- Person trained in first aid and CPR
- Emergency telephone numbers should be posted at or near each telephone
- Fire Extinguisher
  - Portable fire extinguishers must be
    - Mounted
    - Identified
    - Readily accessible
A few potential hazards to watch for:

- **Housekeeping**
  - Keep walkways clear of debris
- **Refrigerators** - Is the refrigerator grounded?
- **Electrical cords**
  - Extension cords and flexible cords and/or cables may not be utilized as a substitute for fixed wiring
  - Electrical cords should be inspected for damage and if ground prong is missing
  - Unused openings in cabinets, boxes and fittings should be closed. (Are “punchouts” missing)
- A competent person designated by the employer to inspect the job site, materials and equipment.
  - The competent person must have the ability to identify existing and potential hazards and have the knowledge of how to take corrective measures to alleviate hazards.
- **Protection of open sided floors, platforms and runways**
Be proactive...

INSafe is a division of the Indiana Department of Labor. INSafe provides free consultation services to Indiana employers. No fines or penalties are given if safety or health hazards are identified during consultations and requests for consultation services do not initiate inspections.

Employers that seek INSafe’s consultation services are required to immediately eliminate any imminent danger and correct any serious safety and health conditions within the required period of time as established by the INSafe consultant. IOSHA enforcement will contacted if the employer fails to immediately resolve danger hazards within the required period of time.

Visit INSafe at: http://www.in.gov/dol/insafe.htm
Work Zone Traffic Control

PE/PS Workshop 2009

Joe Novak
Traffic Control Plans
Traffic Control Plans

- Derived from transportation management plans
- Provided by designer
- Shall be followed unless revisions are approved
Speed Limits

- 2 types:
  - “Work zone” – entire project length
  - “Work site” – immediate vicinity of work
- Must be authorized during construction even if shown on the plans
- Reduction in speed limit for “work zone” must be authorized by DTE
Speed Limits (cont.)

- Use of TWSL sign assemblies for temporary reduction of speed limit for “work site” must be authorized by DCE or DTE
  - Memo 06-22
- Need to determine local authority for LPA projects
Certified Worksite Traffic Supervisor

- Role [does not include design of traffic control plan but does include evaluation]
- Training and experience
  - Certification or Re-certification
- ATSSA approved equals posted on INDOT website
  - [http://www.in.gov/indot/files/ATSSAAapprovedEqualList.pdf](http://www.in.gov/indot/files/ATSSAAapprovedEqualList.pdf)
NCHRP Report 350

- Purpose
- Certification of devices per category – I, II, III
- Test levels – TL2, TL3
- Future changes - *MESPHF 2007* will replace NCHRP Report 350 as of Jan 1, 2010?? *MASH 2009?*
NCHRP Report 350 Device Categories

- **TL-3**
  - I – Channelizing (cones, drums, tubular markers)
- **TL-3**
  - II – barricades, portable sign standards
- **TL-2 or 3**
  - III – temp barriers, impact attenuators, fixed sign supports
  
- IV – Trailer mounted (arrow boards, CMS, portable lighting, portable signals)
  - Evaluation Pending
NCHRP Report 350 Test Levels

- $0 < TL\ 1 \leqslant 30$ mph (INDOT does not recognize this lower level)
- $30 < TL\ 2 \leqslant 45$ mph
- $45 < TL\ 3 \leqslant 62$ mph (INDOT does not require anything higher than this)
- TL 4, 5, & 6 for larger vehicles (trucks)
Reports

- Weekly device report: Recurring plan detail
  - QA adjustments
  - No notice
- TWSLA reporting if applicable
- Queue reporting if applicable (interstate only) Memo 07-25
Temporary Traffic Barrier

- When is TTB specified?
- Types and limitations
  - Taper, anchorage, deflection, rotation
- Storage on R/W
TTB Type 2 Option: Water filled
TTB Type 4: QMB
TTB Impact Attenuators
TTB Impact Attenuators
(aka Crash Cushions)

- Must be re-directive with some exceptions
- Anchorage and rotation (See manuf rec)
- GREAT units can not be used after 1/1/11
  - GREAT replaced with Quadguard (Energy Absorption Systems)
  - RSP will be in contracts let after 3/1/09
- Pay only end treatment for type 2 or 4 when used as spare (SS 801.18)
TTB Impact Attenuators

Non-Redirective
- Vehicles impacting along the side at an angle go through the system (to the back side)

Fully Redirective
- Redirects all angled impacts along the side of the system
Temporary Pavement Markings
Temporary Pavement Markings

- **Materials – Paint, Tape, or Durable**
  - Painted markings for winter
- **Paint 2x on all HMA & PCCP**
- **Conflicting markings must be removed**
- **Maintenance**
- **14 days maximum in non-std pattern**
Work Zone Safety Section
Central Office

- Site visits setup reviews
- Police patrol agreements
- Technical support
Contact Information

Joe Novak
Div. of Construction Management
317-232-5081
jnovak@indot.in.gov

Pat McCarty
Div. Of Highway Operations
Work Zone Safety Section
317-234-5114
jmccarty@indot.in.gov