
Appendix B: Safety Overview

ODOT Safety & Health

Standard Operating Procedures – What You Need To Know

- Supervisors are accountable for establishing and maintaining a safe working environment for employees and for immediately stopping work in imminently dangerous situations.
- Personal Protective Equipment (PPE) provides protection from hazards that cannot be controlled by engineering measures. Ask: What is the hazard? What is the proper PPE?
- General PPE requirements include no jewelry, no hair that obstructs PPE and obeying contractor's safety plan for PPE.
- Hard hats must be worn when there is a clear and present danger of falling or moving objects or electrical hazards. ODOT has several operations that are hard hat areas.
- Eye and face protection must be worn. Goggles, glasses and face shields are different. Safety glasses must conform to ANSI Standard Z87.1 with side shields. Safety goggles and face shields provide additional protection.
- Hand protection must be appropriate for the hazard such as chemicals, heat, sharp objects and blood borne pathogens.
- Hearing protection (such as foam ear plugs, ear muffs) must be worn where noise levels are above 85dB (pavement breaking, compacting, power impact tools, blasting and post pounding).
- Chainsaw PPE includes a hard hat with ear muffs/ear plugs, a mesh visor, safety glasses or goggles, gloves, chaps, fitted clothing and proper footwear.

- Respirators may be required in case of dust, fumes, gases or vapors that cannot be controlled. Refer to Material Safety Data Sheet (MSDS) for the products in use for further guidance.
- Fall protection equipment (safety harnesses, lanyards, lifelines, guardrails) is required when working six feet or more above any work surface.
- High visibility safety apparel means at minimum class 2 safety vest for anyone on the highway right-of-way or construction site. Use only safety green rainwear. Nighttime flaggers wear class 3 apparel.
- First aid kits must be easily accessible and properly stocked.
- Work clothing means shirts with sleeves and full-length pants as a minimum.
- For suitable footwear, safety or heavy work shoes are recommended.
- Use EM78 pre-trip inspection form at beginning of the work shift. Use accident prevention (red) tags or Lock/Out - Tag/Out device to remove defective tools and equipment from service.
- Seat belts must be used and worn properly. Wear a seatbelt with a rollover protective structure (ROPS).
- Dump truck/vehicle lighting must meet the 360 degrees of visibility requirement.
- Backing vehicles and equipment must have a backup alarm or an observer. As the vehicle size increases and visibility to the rear decreases, there is a higher level of responsibility on the operator.
- No riding in the back of trucks or in loader buckets.
- No earphones including headset radios, iPods, Bluetooth or other device that provides music/radio programs and covers or is inserted into the ear while operating equipment.
- Seasonal employees must be trained on safe work methods before assignment.
- Work zones must be inspected periodically by supervisors, TMs and lead workers.

- Working alone is best addressed on a case-by-case basis. Supervisors must call or check on employees called out after normal working hours.
- All injuries and accidents must be reported to the District or Central Safety Office.
- Safe electrical work includes Lock/Out - Tag/Out procedures. Only qualified employees may work on energized electrical equipment.
- Each district and central office has a health and safety committee to resolve safety issues.
- The use of cell phones and text messaging while driving is discouraged. It is strictly prohibited when flagging and operating heavy equipment.
- Tailgate safety talks are important. Plan the work and work the plan. Discuss near misses.