

# Montana State Library Commission Policy

## Employee Safety Program

The Montana State Library's Employee Safety Program is implemented on behalf of its employees in accordance with the Montana Safety Culture Act.

The protection of our employees will be given highest priority through a program for the prevention of employee accidents.

The objectives of our employee Safety Program are to provide to the best of our ability:

- 1) a safe working environment;
- 2) protection of the general public; and
- 3) reduction of costs associated with accidental losses.

The achievement of these objectives is based upon good planning and ensuring that safety is an integral part of day-to-day operations and work procedures. This can only be accomplished if all Montana State Library employees take an active interest and participate in the safety program and abide by applicable federal, state, local, and agency rules and regulations.

These objectives will be accomplished by the following steps:

- 1) Provide each new employee with a general safety orientation containing information common to all employees and appropriate to the business operations, before they begin their regular job duties.
- 2) Provide job or task-specific safety training appropriate for employees before they perform that job or task without direct supervision.
- 3) Offer continuing regular refresher safety training, as is appropriate, but at least annually.
- 4) Provide a system for the employer and their employees to develop an awareness and appreciation of safety through tools such as newsletters, periodic safety meetings, posters, and safety incentive programs.
- 5) Provide periodic self-inspection for hazard assessment when the safety program is implemented, new worksites are established, and thereafter as is appropriate to the business operations, but at least annually.

Include documentation of performance of activities listed in (1) through (5) above. This documentation must be kept by the employer for three years.