



Division of Drinking Water SAFETY POLICY

Although ensuring a safe working environment is an inherent function of management, this does not relieve any one individual of the responsibility to strive for the greatest possible degree of personal safety.

The Division of Drinking Water's (DDW) safety policy includes the following:

1. All employees are required to become familiar with and follow
 - a. DDW field safety policy and
 - b. DDW workplace safety protocols.
2. New employees must be informed of and be provided an electronic copy of this Safety Policy.
3. All employees that perform onsite inspections and field work will be provided with the personal safety equipment required to meet the site specific hazards of their assigned field work. See the Field Safety Manual chapter on Personal Protection Equipment for further details and guidance.
4. All employees that perform onsite inspections and field work must:
 - a. Use proper safety devices and protective equipment for field work as required by DEQ, DDW and/or UOSH regulations.
 - b. Promptly report safety related incident, hazard, injury, or occupational illness following established DEQ/DDW reporting procedures.
 - c. Respect and follow the safety protocols or programs in place at the sites.
 - d. Take care of the personal protective equipment (PPE) properly.
 - e. Not wear torn or loose clothing while working around machinery.
 - f. Not remove, displace, damage, destroy or carry off any safeguard, notice, or warning provided to make the workplace safe.
 - g. Include a hard copy of this manual as part of staff's PPE.
 - h. Attend the mandatory annual Sanitary Survey Division Safety meeting. Staff is also strongly encouraged to review topics outlined within this Safety manual throughout the year within their section meetings.
5. DDW staff is not expected to complete inspections under the following unsafe scenarios (See the No Go Policy chapter in the Field Safety Manual for more information and specific guidance for each No Go Scenario listed below):
 - a. Confined Spaces
 - b. Unsafe Weather/Road Conditions (e.g. Severe Storms, Extreme Heat, damaged roads, flash floods)
 - c. Specific situations where staff does not feel safe or comfortable.
6. Staff encountering a No Go scenario listed above does not relieve them from completing the intended work. Instead staff is expected to follow the No Go Policy steps below:
 - a. Communicate to the water system why you can't proceed
 - b. Work with the water system to identify alternative way to verify required information
 - c. DDW staff is expected to document the scenario, reasoning, and resolution when a No Go scenario of either an Unsafe Weather/Roads Conditions and/or a specific situation where staff felt unsafe that inhibited them from completing their inspection in entirety. The "notes" button under the site visit is a Division provided tool to document these instances. Notes are not required for every instance where staff encounters a confined space during an inspection. See the Field Safety Manual Chapter on the No Go Policy for further discussion on the level of documentation



expected from staff. Notes entered into waterlink must contain the following information at a minimum:

- Document what PWS and relevant facility where No Go scenario is encountered
- Document the reasoning why staff was unable to complete a said task and,
- Document the follow up instructions that were given to the PWS to complete the review of said task.

Alert manager that notes have been completed when a specific hazardous

- condition was encountered. DDW staff will notify their manager of any unsafe workplace condition experienced in the field promptly upon returning to the office. Unsafe conditions include topics outlined within this Safety manual e.g., personal confrontations, hazardous materials, or hazardous situations encountered.

7. It is recommended that staff complete the Field Safety checklist before leaving the office and conduct an onsite field safety meeting to identify all potential hazardous and appropriate emergency contact information in remote areas. The intention of the checklist and this meeting is for staff to take a moment to understanding risks associated with each site and be mindful of work activities in isolated or remote locations, extreme weather, hazardous terrain, harmful wildlife, or lack of ready access to emergency services.