

# MONTANA STATE LIBRARY EMPLOYEE SAFETY PROGRAM POLICY STATEMENT

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.

Approved by State Library Commission 02/22/95  
Reviewed by State Library Commission 06/09/99

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Deleted: The success of our program can be measured directly by its ability to prevent unnecessary loss. An accident resulting in personal injury, property damage, or equipment loss represents needless waste. It is imperative that all employees recognize their responsibility to prevent these losses and that they take all necessary actions to do so. ¶  
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It is my earnest request that all Montana State Library employees devote their serious attention toward making this program an integral part of day-to-day operations.

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