Template for Creating A Safety Manual

Montana LTAP 2013
This booklet has been designed to help county and city road departments develop a safety manual for their transportation workforce. The following information serves as a template to design appropriate subject matter.

**Section I:** This first list of Montana LTAP safety workshop topics are available for county and city employees:
- AASHTO Roadside Design Guide
- Cattle Guards
- County Road Standards
- Emergency Management Signing and Incident Management
- Forklift Operations & Forklift Fundamentals
- Signing & Sign Management
- Summer Survival
- Winter Survival
- Work Zone Flagging
- Work Zone Traffic Control Technician
- Traffic Control Supervisor Course

**Section II:** Items to be included in this section of your safety manual are walk-around inspections for various types of equipment. Include safety procedures involved with that particular piece of equipment, such as motorgraders, backhoes, mowers, snowplows, bobcats, steer skidders, front-end loaders.

**Section III:** List chain of command or emergency numbers to call depending on the particular incident here.

**Section IV:** You may want to include areas of state and federal law requirements for your particular district in this portion, such as SPCC regulations.

**Section V:** The following Montana LTAP Library partial lists of videos, DVD’s, CD’s, and publications offer more safety ideas for selecting topics to be included in the safety manual. You may want to keep track of topics covered in your monthly safety meetings in this section also.
SAFETY VIDEOS:

EO147 Mower Safety
EO151 Forklift Safety: Fundamentals
EO152 Forklift Safety: Operations
EO167 The Roll of the Drums
  Shake Hands with Danger
EO168 It Always Happens to the Other Guy
EO169 Split Seconds, Split Lives
EO170 John Deere Consolidated Industrial Safety
EO175 You Owe It to Yourself
EO176 Backing (MDOT)
EO180 Chainsaw Safety
EO185 Farm Tractor Safety Is No Accident
EO186 Accidents Last Forever
EO187 Tractor Accidents--It’s Not Gonna Happen To Me
EO188 Tractor Safety--Farm Tractor
PAD104 Drug-Free Workplace Back on Track
PAS122 Workplace Violence The Calm Before the Storm
RM107 On Solid Ground
RM531 Grounds for Concern
RM532 Cave-In! Trenching and Shoring Safety
SB107 Safety Features for Local Streets & Roads, Part I
SB108 Safety Features for Local Streets & Roads, Part II
SB110 Functional Requirements of Highway Safety Features: Part I
SB111 Functional Requirements of Highway Safety Features: Part II
SB112 Functional Requirements of Highway Safety Features: Part II
SB113 Functional Requirements of Highway Safety Features: Part IV
SB115 Making Safer Roads
SD100 Sharing the Road: A Federal and State Partnership in Commercial Vehicle Safety
SD105 Highway Safety: The Silent Factor
SD106 DOT: The Safer Roadside
SD107 Traffic Safety Series (S)
  Identifying Highway Safety Problems and Solutions
  Evaluating and Selecting the Best Safety Alternatives
  Evaluating Safety Program Results
SD116 Driving Snow
SD117 Safe Winter Driving
SD120 Driven to Extremes: The Myths and Realities of Aggressive Driving
SD121 Defensive Driving A Crash Course
SD122 Defensive Driving Prepared for the Worst
SD123 Defensive Driving for Government Employees
SD125 Driving Modern Roundabouts
SD130 Paths of Thunder - Safety at Railroad Crossings
SD133 Protecting Your Newborn
SD136 Young Drivers: The High-Risk Years
SD138 Understanding Car Crashes: It’s Basic Physics
SD140 On Country Roads - An Overview of Safety

Continued......
SG100 Locating Buried Utilities
SG101 Subsurface Utility Engineering
SG 102 Dig Safely
SG103 Vault Safety
SG104 Dig Our Messages Not Our Pipelines
SG110 Beware the Bite Electrical Safety
SG111 Power Line Hazard Awareness
SG112 Lightning Safety 101 – Short Course
SG114 Hearing Protection- Sounds Good to Me
SG115 Oxyacetylene Safety
SG116 LP Gas, Know the Facts
SG117 Welding Safety Hard Hat Construction Series
SG121 Inside Maneuvers Confined Space Entry
SG122 Confined Space Entry Permit Required!
SG123 Confined Space Case Histories
SG125 Fire Safety: Alert, Aware, Alive
SG126 Fire Safety There’s No Second Chance
SG130 Heat Stress
SG135 Another World Respiratory Protection
SG140 Hearing Protection It Makes Sense
SG145 Defending Your Safety Zone Back Protection
SG146 Back Safety Posture Mechanics Exercise
SG150 The Last Shot
SG153 Stairways and Ladders—The First Step
SG155 Surviving The Cold
SG156 Winter Safety
SG158 Survival! Al Madison Production
SG159 How to SurvivE
SG160 Multiple Choices: A Test About Survival
SG165 How to Develop & Implement a Safety Program
SG166 Target Zero Pro-Active Safety Attitudes
SG167 Safety Meetings: Give’ em what they want
SG169 Disaster Preparedness
SG170 MAYDAY-Emergency Notification System
SG171 Emergency Action Plan—Crisis Under Control
SG175 Pro-Active Safety Attitudes Looking Out for Number One
SG176 The Race to Safety Personal Protective Equipment
SG177 Holiday Safety At the Top of Your List
SG178 Slips, Trips, & Falls – Taking the Right Steps
SG179 Step by Step – Avoiding Slips, Trips, & Falls
SG180 First Aid Initial Response
SG181 Safety: The Good Fight
SG182 Rural Transportation & Safety: An Evolution of Change
SG185 Working Outdoors, Mosquitoes & Ticks
SH100First Step to Safety: Hazard Identification
SH101 First on the Scene
SH103 Hazard Communication—The Road to Safety
SH102 Hazard Communication

Continued......
SH104 Incident Command Systems
SH105 Hazardous Materials Transportation  SH106 Spill Drill
SH107 Chemical Process Safety
SH109 Biological and Chemical Threats—Closing the Door w/Philip M. Thomas
SP100 School Zone Safety (Utah) (S)
SP101 School Zone Safety (Montana)
SP105 Bike ‘N Ped Driver Ed –Everyone Has a Story, Road Sharing Tips for Motorists & Bicyclists
SP110 Accessible Sidewalks
  1. Design Issues for Pedestrians Who Use Wheelchairs
  2. Design Issues for Pedestrians with Ambulatory Impairments
  3. Design Issues for Pedestrians with Low Vision
  4. Design Issues for Pedestrians Who Are Blind
SP115 Pedestrian Safety: What You Can Do
SS130 Traffic Signal Management Cost Effective Street Capacity & Safety
ST125 Road Crew Safety: Safe Practices for Road Construction Crews
ST126 Functional Requirements of Highway Safety Features

SAFETY DVD’S

| DVD0815   | Heat Stress: Don’t Lose Your Cool – DVD (Coastal 2002) |
| DVD0820   | PPE: Don’t Start Work Without It – DVD (Coastal 2005) |
| DVD0822   | Back Safety: Lift Well, Live Well (Coastal 2008) |
| DVD0825   | Hearing Protection: Sounds Good to Me – DVD (Coastal 2005) |
| DVD0827   | Safety: The Good Fight – DVD (Coastal 2004) |
| DVD0828   | First Aid: Prepared to Help (Coastal 2005) |
| DVD0830   | Hazwoper: First Responder: Awareness Level - DVD (Coastal 2004) |
| DVD0839   | Disaster Preparedness (Coastal 2001) |
| DVD0870   | Avian Flu – What You Need to Know (Coastal 2006) |
| DVD0860   | Defensive Driving for Government Employees – DVD (Coastal 2003) |
| DVD0951   | Roadway Worker Safety: In The Zone (Coastal2008) |
| DVD2400   | Recognizing Drug and Alcohol Abuse for Managers (Coastal 2004) |

SAFETY Software/CD’s

| SW800     | Safety & Operations Electronic Reading Room |
| SW803     | Moving Safely Across America-The Interactive Highway Safety Experience |
| SW804     | Improving Safety, Reliability, and Security—Transportation Management |
| SW805     | TRB 3D in Transportation Symposium & Workshop Interactive CD-ROM (Renaissance Orlando Hotel, May 26-29, 1999) |
| SW806     | NACE-Training Guide Series & Action Guide Series |
| SW810     | Interactive Highway Safety Design Model |
| SW843     | School Zone Safety—Montana (MT LTAP & MDT 1995) |
| SW852     | Bicycle Safer Journey, Interactive Bicyclist Safety Awareness (FHWA) |
| SW853     | Safer Journey-Interactive Pedestrian Awareness(FHWA) |
| SW854     | Community Impact Assessment Workshop (10/2001 FHWA) |
| SW855     | Safety Training Resources Guide – Version 1.0 |
SAFETY PUBLICATIONS

p-803 Commercial Vehicle Preventable Accident Manual
p-804 An Examination of Fault, Unsafe Driving Acts, and Total Harm in Car-Truck Collisions
p-805 Job Site Training for Your Employees (D)
p-806 Results from a Safety Survey: Workforce Development for Transportation Professionals
p-807 A Review of Pedestrian Safety Research in the United States and Abroad
p-810 The Professional Driver’s Preventable Accident Manual
p-813 Synthesis of Safety Research Pedestrians
p-814 Effects on Safety of Pavement - Truck Tire Interaction
p-815 Access Management Manual
p-816 Safety Effectiveness of Highway Design Features (Vol. I-VI)
  Volume I - Access Control
  Volume II - Alignment
  Volume III - Cross Sections
  Volume IV - Interchanges
  Volume V - Intersections
  Volume VI - Pedestrians and Bicyclists
p-817 AVOID Getting Plowed on Montana’s Highways (D)
p-818 A Clear Roadside Policy for Above-Ground Utilities (D)
p-821 Guide to Safety Features for Local Roads and Streets
p-822 Traffic Safety Digest
p-823 Administrator’s Highway Safety Program of Excellence, Award-Winning Projects 7/95
p-827 Workshop on Road & Street Safety Management ($7 each)
p-830 Study of Accidents at Signalized Intersections- Phase I, Final Report
p-832 IHSDM Intersection Diagnostic Review Model Knowledge Base Report
p-833 A Review of the Signalized Intersections: Informational Guide
p-836 Regional Traffic Incident Management Programs
p-837 Validation of Accident Models for Intersections (2005)
p-839 Ready for the Road by Joe Kolman (Jan/Feb 2008) Montana Magazine (Pages 64-68)
p-840 Roadway Safety Guide
p-841 NCHRP Synthesis 321-Roadway Safety Tools for Local Agencies
p-845 Road Transport and Intermodal Research Safety Strategies for Rural Roads
p-850 Traffic Incident Management Handbook
p-856 European Road Lighting Technologies
p-857 European Right-of-Way and Utilities Best Practices
p-858 Wildlife Habitat Connectivity Across European Highways
p-859 Signalized Intersection Safety in Europe
p-860 Identification of Driver Errors: Overview and Recommendations
p-954 Objectives and Strategies for Improving Safety at Unsignalized and Signalized Intersections (FHWA September 2008)
p-957 Two Low-Cost Safety Concepts for Two-Way STOP-Controlled, Rural Intersections on High-Speed Two-Lane, Two-Way Roadways (FHWA September 2008)
p-970 Toolbox of Countermeasures and Their Potential Effectiveness for Roadway Departure Crashes (FHWA September 2007)

Continued......
SAFETY PUBLICATIONS cont’d:

p-1060  Evaluation of Sign and Marking Alternatives for Displaced Left-Turn Lane Intersections (FHWA 2009)
p-1210  Safe Routes to School Guidebook (MDT June 2007)
p-1211  Evergreen Schools, Safe Routes to School Study (Robert Peccia & Associates  May 2007)
p-1212  Safety Effects of Marked versus Unmarked Crosswalks at Uncontrolled Locations (FHWA September 2005)
p-1213  Getting to School Safety Community Action Kit
p-3118  2009 NHI Catalog, Training the Transportation Workforce (NHI 2009)