

Template for Creating A Safety Manual




MONTANA
STATE UNIVERSITY

Local Technical
Assistance Program

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.



The following is only a partial list of videos, DVD's, publications, and software available from the Montana LTAP Library. To view entire library lists, go to www.coe.montana.edu/ltap and click on "Resources."

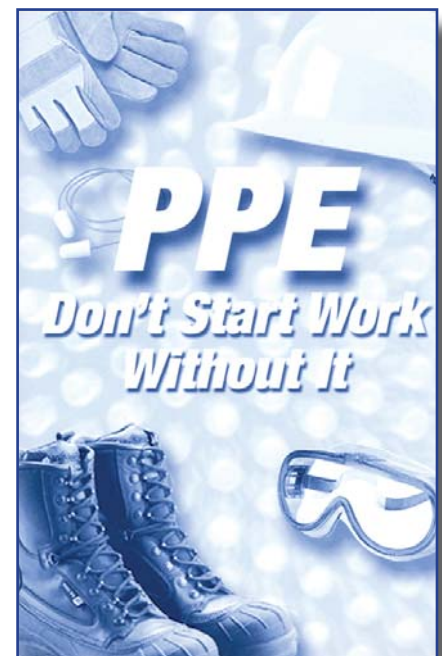
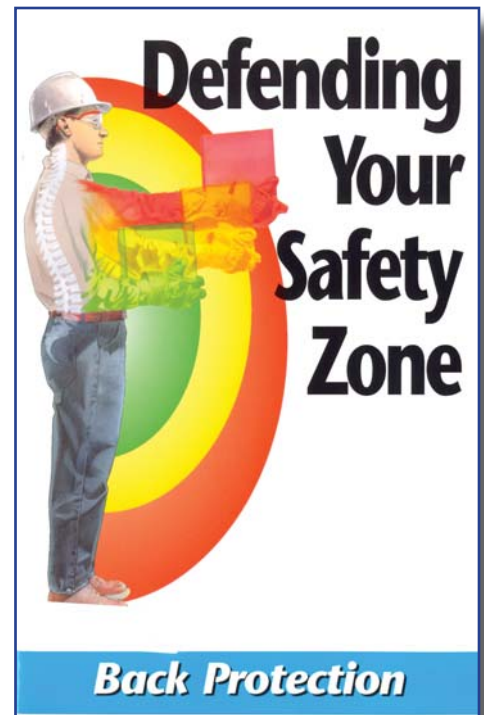
SAFETY VIDEOS:

- 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



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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
 SH100 First Step to Safety: Hazard Identification
 SH101 First on the Scene
 SH103 Hazard Communication—The Road to Safety
 SH102 Hazard Communication

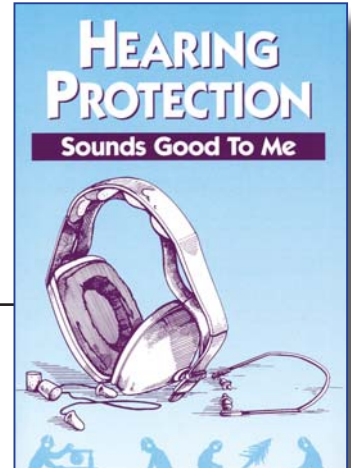


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SH104 Incident Command Systems
 SH105 Hazardous Materials Transportation SH106 Spill Drill
 SH107 Chemical Process Safety
 SH109 Biological and Chemical Threats—Closing the Door w/Philip M. Thomas
 SP100 School Zone Safety (Utah) (S)
 SP101 School 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-829 Hazardous Materials Incident Prevention Manual
- 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-834 Signalized Intersections: Informational Guide (FHWA 2004)
- p-835 NACE Action Guide Vol.III-4 Roadway Safety
- 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-862 In-Vehicle Display Icons and Other Information Elements; Volume I: Guidelines (2004)
- 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)

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SAFETY PUBLICATIONS cont'd:

p-972	Countermeasures that Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices (NHTSA 2008)
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)



Please direct your questions or comments to:

Montana LTAP
PO Box 173910
Bozeman, MT 59717-3910

Phone: 1-800-541-6671 or 1-406-994-6100
FAX: 406-994-5333
E-Mail: mtltap@coe.montana.edu
Web: www.coe.montana.edu/ltapv2/

