



**WORKERS' COMPENSATION
MANAGEMENT BUREAU**
MONTANA DEPARTMENT OF ADMINISTRATION

February 1, 2024

February 2024 Safety Tip

Agency Safety Program Requirements

The main goal of a safety program is to prevent workplace injuries, illnesses, and deaths, as well as minimize the suffering and financial hardship these events can cause.



In accordance with the [Montana Safety Culture Act](#), every agency shall establish, implement, and maintain an educational based training program that shall at a minimum include:

1. New Employee Safety Orientation - Occurs prior to performing work and is documented in a checklist format that includes the following:

- Accident and hazard reporting procedures
- Emergency procedures
- Fire safety
- First aid
- Personal protective equipment (PPE)
- Workplace hazards

Both human resources and supervisors are involved with new employee safety orientation. Training must be provided to all employees.

2. Task Specific Safety Training - Training taught by the supervisor (or designee) when new hazards are identified and includes job specific training and identification of jobsite specific hazard(s).

3. Regular Refresher Safety Training - Training includes material to maintain and expand knowledge and awareness of safety issues in the workplace. Held on an annual basis at a minimum and as necessary throughout the rest of the year.

4. Safety Awareness Promotion - Every occupied location must have a safety bulletin board that includes legally required employment information, safety posters, safety information, and notices. Safety information should be updated monthly.

5. Self-Inspection - Hazard assessment takes place when a safety program is implemented, a new work site is established, and as needed throughout the year (must occur annually at a minimum) and includes:

- Identification of hazards and unsafe work practices or conditions
- Identification of corrective action(s) needed
- Documentation of corrective action(s) taken

6. Documentation - Required for activities listed in numbers 1-5 (above). Must be kept by the agency for three years.

7. Safety Responsibility and Accountability - Appropriate levels of accountability must be established and documented for managers and staff. Safety procedures must be included in position descriptions and safety performance included as part of annual reviews.

8. Accident Reporting and Investigation Procedure - Implement and maintain procedures for reporting, investigating, and taking corrective action on all work-related incidents, injuries, illnesses, fatalities, and known unsafe work conditions or practices.

9. Safety Committee - Communicates safety activities and engages employees in managing the risks in the workplace. The size and geographical layout of the agency and the type of work conducted will determine how many safety committees are needed. Larger agencies with high risk operations should have safety committees at both the agency and division level.

WCMB is here to help!

The WCMB has created a sample [Safety Program Manual](#) for agencies to use in creating a safety program. The Safety Program Manual provides the foundation for agencies to build a successful, compliant safety program.

WCMB staff is available for assistance and to provide guidance. Feel free to reach out to Rob Virts or Tawni Jo Aguirre at WCMB@mt.gov for help getting your agency safety program started!

WORKERS' COMPENSATION MANAGEMENT BUREAU

MONTANA DEPARTMENT OF ADMINISTRATION

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