 ISO 9001-2008 PROCEDURE	PROCESS OWNER Human Resource Manager			
PROCEDURE TITLE: Work Environment	DOCUMENT NUMBER: ISO_6-4	REVISION LEVEL: Final Draft	REVISION DATE: 04/07/2009	Approval: Managing Director

Purpose/Scope:

Safety of WCRC staff and the public is identified as the primary concern of the work environment. This procedure defines how the WCRC work environment is maintained in a safe and appropriate manner conducive to successful accomplishment of the work of the WCRC. The scope of the work environment includes all WCRC facilities and work zones within the jurisdiction of the WCRC. The overall objective is to ensure the reasonable safety and convenience of the traveling public, WCRC staff and the environment.

Responsibility:


The Human Resource Manager is responsible for oversight of the systems that support a reasonably safe and convenient work environment. All Directors and Supervisors are responsible for monitoring adherence to safe practices and safety procedures.

ISO 9001:2008 Reference: 6.4 - Work Environment

Procedure:

Facilities

- 1.0 The work environment at and within WCRC facilities are managed and maintained to ensure the safety and well being of WCRC staff.
- 2.0 Internally, the work environment of facilities is maintained through implementation of building maintenance (refer to ISO 6.3 Infrastructure).
- 3.0 Safe work practices and procedures are defined for all aspects of facilities, construction, and maintenance including the following:
 - General industry occupational safety and health regulations
 - EPA and MDEQ environmental quality standards and best management practices
 - Excavation safety and utility damage prevention
- 4.0 The WCRC Safety Committee is responsible for routine reviews of the work environment to identify concerns or issues that may impact the work environment.
- 5.0 Corrective action and improvement opportunities are assigned and tracked for completion.

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Construction or Maintenance Work Zones

- 1.0 All WCRC staff must be given orientation to WCRC safety rules and standards prior to being assigned to a construction or maintenance project. Each employee is provided a copy of the WCRC Safety Policy Handbook and training is given as needed.
- 2.0 Safety requirements include use of the appropriate Personal Protection Equipment (PPE). Applicable staff are provided construction and maintenance work zone safety training.
- 3.0 Training requirements are periodically reviewed and upgraded to ensure they align with current best practices and safety standards.
- 4.0 Supervisors are responsible for oversight of their staff to ensure safety practices and procedures are followed.
- 5.0 Safe work practices and procedures are defined for all aspects of roadway construction and maintenance operations including the following:
 - Temporary traffic control for roadway construction and maintenance operations
 - Tree trimming and removal
 - Excavation safety and utility damage prevention
 - General industry occupational safety and health regulations
 - Jobsite security to protect workers and the public
 - EPA and MDEQ environmental quality standards and best management practices
 - Extreme weather condition protection

Work Environment Monitoring & Improvement

- 1.0 The WCRC Safety Committee performs routine reviews and audits of its facilities and job sites to identify potential safety problems and opportunities for improvement.
- 2.0 All accidents and injuries related to the work environment are reported, documented and investigated. Findings are used for corrective and preventive action.
- 3.0 Monitoring of the work environment is also monitored by regulatory agencies including MIOSHA, MDOT, MDEQ, and EPA.
- 4.0 WCRC is audited by their self-insurance pools, CRASIF and MCRCSIP. Results are reported and compared to their peer group to drive corrective action and improvement.