

SPP 1092-19 Total Worker Health® & Safety Policy

SUBJECT TITLE: Total Worker Health® & Safety Policy

SPP NUMBER: SPP-1092-19

DATE: 12/01/2019

CATEGORY/UNIT: Office of Human Resources

Executive Director: Joe M. Barela

ISSUED BY: Executive Team

DISTRIBUTION: All CDLE Employees



PURPOSE:

In alignment with the Department of Labor and Employment's published priority to be a model employer for the State of Colorado, we are committed to providing a safe and healthy work environment for all CDLE employees. In an effort to reduce incidents and injuries, minimize absenteeism and achieve greater employee wellbeing, we will develop effective safety programs and promote a proactive workplace culture that values Total Worker Health®.

RESPONSIBILITIES:

Total Worker Health® & Safety Team

The Department will maintain a Total Worker Health® & Safety Team comprised of members of the HR Risk Management unit along with (ideally) at least one member from each division within CDLE. The team's primary responsibilities will include:

- Sponsoring events and programs that promote the health and safety of employees
- Analyzing injury data and making recommendations to reduce hazards and unsafe work practices
- Posting recommended classes on the Total Worker Health® & Safety Team intranet page
- Reviewing this safety policy at least annually and proposing any necessary updates

CDLE Divisions

- Designate a minimum of one representative to actively participate on the Total Worker Health® & Safety Team
- Develop, implement, and periodically review safety rules and hazard controls specific to work units
- Train all employees in safety rules, best work practices, and procedures as applicable to their duties and work environment
- Conduct periodic safety inspections and hazard assessments to find and eliminate unsafe working conditions

Managers & Supervisors

- Create and maintain an environment where all employees feel free to raise safety and/or wellness concerns without fear of retaliation, intimidation, harassment, or discrimination
- Promptly address employee safety and wellness concerns and suggestions
- Escalate issues to the appropriate individual or authority in a timely manner
- Assign appropriate and necessary training classes to employees

Employees

- Abide by department and division safety rules, best work practices, and procedures
- Immediately report hazards, unsafe work practices, incidents and injuries to a supervisor or manager
- Participate in and support efforts for a safe and healthy workplace
- Wear appropriate PPE - Personal Protective Equipment as necessary for job duties

REPORTING REQUIREMENTS:

- Employees should [report any safety concerns](#) to a supervisor or manager as soon as practicable
- Alternatively, employees may send an email to: [CDLE Front Desk Reception 633@state.co.us](mailto:CDLE_Front_Desk_Reception_633@state.co.us) or [CDLE Facilities Issues Reporting@state.co.us](mailto:CDLE_Facilities_Issues_Reporting@state.co.us) to report concerns regarding building or grounds that may create a safety issue.
- Injured workers **must** [Report a work injury](#) as required by department policy - (SPP 0015 16) [Workers Compensation and Injury Leave Policy](#)
- As appropriate and necessary, issues escalated to higher levels may require a supervisor, manager or Director to complete a critical incident report to the EDO. The EDO reviews these reports to determine criticality and the need for transmittal to the Governor's Office.

Statement of the Executive Director:

The Department of Labor and Employment is a workplace dedicated to having an effective safety program and culture that values Total Worker Health® and safety.

As the Executive Director, I expect the Department to actively promote Total Worker Health® and workplace safety while conducting its work. Further, I expect all managers, supervisors and employees will be personally responsible and accountable for Total Worker Health® and workplace safety.