

EXHIBIT C

ASSIGNMENT OF SAFETY RESPONSIBILITY

Safety is a common responsibility, equal in importance with any other job-related responsibility. The objective of this Loss Prevention Program is to prevent injuries to both employees and the general public, and damage to state property that could result from accidents or negligence.

The following is a breakdown of the safety responsibilities as assigned to each respective position within the organizational chart:

1. Secretary

- a. Has full responsibility for safety;
- b. Authorizes necessary expenditures of fiscal resources to provide for a safe working environment;
- c. Approves safety policies and programs as needed.
- d. Has overall responsibility for the implementation of the Loss Prevention Program.

2. Undersecretary

- a. Supervises and implements the Bonds/Crime Loss Control Program;
- b. Supervises the processing of all general liability claims.

3. Assistant Secretaries

- a. Has primary responsibility for coordinating safety operations within each respective office.
- b. Participates in accident investigation as necessary;
- c. Ensures divisional compliance of the Loss Prevention Program;
- d. Coordinates divisional participation in the Driver Safety Program with the Safety Coordinator;
- e. Ensures all respective employees receive regular safety related training.

4. Director of Human Resources

- a. Assists the Loss Prevention Program.
- b. Directs Sedgwick/ORM mandatory training.
- c. Supervises HR Policy orientation for new employees;
- d. Ensures full compliance of all local, state, and federal safety related laws and codes

5. Safety Risk Agency Director

- a. Is responsible for implementing and maintaining the safety program for the Department.
- b. Provides safety assistance and guidance to DCRT Office/Field Safety Coordinators.
- c. Reviews/Coordinates all DCRT Worker's Compensation Claims.
- d. Performs onsite safety inspections to identify hazards and noncompliance to ORM safety requirements.
- e. Coordinates all safety and loss prevention issues with the Office of Risk Management.

6. Office Safety Coordinators

- a. Works with the Assistant Secretaries to ensure safe working conditions;
- b. Coordinates the safety operations within their respective offices having direct access to the Assistant Secretary for assistance and guidance;
- c. Participates in accident investigations;
- d. Conducts regular safety inspections;
- e. Conducts quarterly safety meetings and safety related training sessions;

7. First Line Supervisors

- a. Corrects unsafe working conditions;

- b. Plans and directs job safety analysis for tasks performed by employees under their supervision;
- c. Discusses safety with employees as job assignments are reviewed and evaluated.

8. CRT Employees

- a. Observes all safety rules and regulations;
- b. Reports all unsafe conditions and practices to a supervisor;
- c. Makes safety suggestions;
- d. Attends safety meetings as directed.