


STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION

*Memorandum*

**subject:** Enforcement of Safety Practices

**date:** May 31, 2017

**to:** All Employees

**from:** Vicki Arpin   
Agency Human Resources Administrator

PERSONNEL MEMORANDUM NO. 99-3 (Revised from 12/9/1999)

This revised policy encompasses and supersedes Personnel Memorandum 89-3 "Increased Disciplinary Penalties for Property Damage and Personal Injuries".

This Department is committed to providing a safe working environment for its employees. In its continuing efforts to improve safety and prevent employee injuries, the Department has expended considerable amounts of time, effort, and money to purchase protective equipment, improve the safety of the Department's power and mechanical equipment, establish safety policies and procedures designed to make our work operations safer, and educate and train employees in performing safe work operations. Employees are responsible for complying with all federal, state, local and CTDOT regulations.

Bargaining Unit Labor Contracts, DOT "[Employee Handbook](#)", DOT "[Supervisory Handbook](#)", [F&A-17 "Employee Health and Safety Policy"](#), [E&C-31 "Backing of a State Vehicle"](#), [E&C 32-A "Protective Headgear Policy"](#), [SD-PPE-03-10 CTDOT "Headgear Usage Policy"](#), [E&C-32B "Protective Footwear Policy \(Steel Toe Shoes\)"](#), [E&C-32C "Protective Clothing Policy"](#), and various other Personnel Memoranda and Safety Topics, alerts and bulletins all emphasize the importance of making safety a high priority in doing our jobs.

It is important that all CTDOT employees who operate state vehicles and equipment take their responsibilities seriously and use caution and common sense. Employees are expected to properly wear the safety protective equipment which is provided by the Department under the appropriate circumstances, i.e., DOT soft caps, hard hats, steel toed shoes, safety vests, goggles, respirators, gloves, harnesses, ear protectors, etc. Employees are also expected to follow established safety procedures and policies, such as proper backing of a vehicle, installation of proper signing patterns, wearing of protective equipment as referenced above, use of trench boxes, proper lifting methods, proper use of power and mechanical equipment, securing of loads, proper hitching of trailers, plowing procedures, use of flashers and strobe lights, vehicle safety/maintenance checks such as tire pressure, oil/fluid checks, tightening wheel lugs, light/horn/brake checks, proper parking and use of wheel chocks, etc., proper flagging procedures, observance of motor vehicle laws, and any other DOT safety policies and practices. Supervisors are also responsible for overseeing work operations from a safety standpoint, and enforcing our safety policies and procedures.

These efforts are meaningless if employees do not use the protective safety equipment or follow the established safety policies and procedures, use poor judgement and demonstrate poor driving habits, fail to use common sense and/or are careless and supervisors who do not pay close attention to, and enforce, our safety rules. The result of not following the safety policies and practices is increased employee injuries, impacts on our employees and their families, higher medical and worker's compensation costs, more time lost from work and damage to State vehicles and equipment. This cannot be allowed to happen.

Accordingly, all employees are advised that the disciplinary enforcement of our safety policies and procedures are conducted more rigidly. This means that appropriate discipline will be applied to each violation, with a minimum of a written warning issued for less serious offenses, and suspensions, demotions and/or dismissals for the more serious safety violations. We note that the minimum disciplinary action for a violation of the Department's Backing Policy, as expressed in [E&C-31](#), is a two (2) day suspension without pay. More serious, or repeat, offenses will lead to more lengthy suspensions, demotion, and/or dismissal, depending upon the circumstances surrounding each individual case.