

Training History Including January 1, 1999 to Present for : HEINTZ, CHERYL L

Course Name	Start Date	End Date	Hours	Completed
Fraud and Ethics	8/16/2007	8/16/2007	0	c
Fraud and Ethics	11/26/2007	11/26/2007	2	y
Fraud and Ethics	3/13/2008	3/13/2008	2	y
Fraud and Ethics	3/31/2010	3/31/2010	2	y
Fraud and Ethics	2/15/2011	2/15/2011	0	c
FRAUD AND ETHICS HT	1/11/2005	1/11/2005	3	y

No “for profit” Activities

- ❑ No personal business activities at work
- ❑ No marketing, advertising or selling at work
- ❑ No Avon, Mary-Kay, or Contracting
- ❑ No “chances”, “drawings”, or “tickets”
- ❑ Caution with collections
 - Birthdays
 - Retirements
 - Funerals



2008

No “for profit” Activities

- No personal business activities at work
- No marketing, advertising or selling at work
- No “chances”, “drawings”, or “tickets”
- Caution with collections
 - Birthdays
 - Retirements
 - Funerals



2010

DIRECTIVE NO. WR-101

January 15, 2005

Supersedes Directive WR-101

Dated September 1, 2000

TO: ALL ODOT EMPLOYEES**SUBJECT: WORK RULES AND DISCIPLINE****A. PURPOSE**

The purpose of this Directive is to make all employees aware of ODOT'S general code of conduct and to standardize the procedures used when it becomes necessary to impose disciplinary actions against an employee.

B. REFERENCES

Ohio Revised Code 124.34
Administrative Rule 123.31
Contract between the State of Ohio and OCSEA
Ohio Administrative Code rule Number 5501-2-02
Ohio Revised Code 5501.20

C. GENERAL

Disciplining an employee who violates work rules or the Ohio Revised Code is necessary if order and efficiency are to prevail in the work place. All employees are expected to perform their work efficiently and effectively and to conduct themselves in a professional manner. The objective of imposing discipline is to correct undesired behavior that adversely affects the mission and integrity of ODOT and/or the health, safety, morale and productivity of other employees. It is of equal importance that disciplinary actions be administered fairly and consistently throughout each District. This Directive will give supervisory staff the necessary guidelines that should be followed when disciplinary action is contemplated.

ODOT is dedicated to the policy of progressive constructive discipline. Disciplinary actions should be imposed at the lowest level possible with the intent of giving the employee the opportunity to correct his/her behavior so long as the discipline is commensurate with the infraction. If this does not occur, discipline should become more severe up to and including removal; certain offenses warrant severe disciplinary action on the first offense.

D. TYPE OF DISCIPLINARY ACTION

The following are the types of disciplinary actions that will be utilized in this department. Variations of these actions are not authorized.

1. **Oral Reprimand** - The lowest level of discipline comprised of a written document stating the time, place, and nature of the offense.

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2. **Written Reprimand** - A written document stating the time, place, and nature of the offense.
3. **Suspension** - An employee does not report to work for a specified period of time with loss of pay and applicable benefits.
4. **Working Suspension** - Working suspension is noted as a suspension on the employee's disciplinary record, but the employee does report to work and receives pay for the time worked, i.e. "Paper Suspension". A working suspension has the same force and effect as a suspension without pay.
5. **Reduction/Demotion** - Non-bargaining unit employees may be reduced in pay and/or position for violations of O.R.C. 124.34 or 5501.20.
6. ***Fine** - A fine in the amount of one (1) to five (5) days pay may be imposed in place of a suspension. The first fine for a bargaining unit employee shall not exceed three (3) days.
7. **Removal** - Termination of employment.
8. **Leave Reduction** - If an employee receives discipline which includes lost wages or fines, the Agency may offer the following option. Have the employee deplete his/her personal leave, vacation, or compensatory leave banks of hours, or a combination of any of these banks under such terms as may be mutually agreed to between the Agency, Employee, and the Union (if applicable).

E. APPEALS

Bargaining Unit Employees - refer to appropriate Collective Bargaining Agreement.

Classified Exempt Employees - refer to Ohio Revised Code 124.34 and Ohio Administrative Code Chapter 124.

Career Professional Exempt Employees - refer to Ohio Administrative Code Rule # 5001-2-02 or Ohio Revised Code 5501.20.

F. ADMINISTRATION OF DISCIPLINARY ACTIONS

All supervisors have the responsibility of enforcing the work rules and initiating the appropriate disciplinary action. Supervisors are expected to provide documentation and initiate disciplinary measures through the supervisory chain of command. No disciplinary action shall be imposed upon any employee without first consulting with the appropriate Labor Relations Officer.

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It is important when disciplinary action is taken or proposed that the correct administrative actions are implemented. The following administrative actions will be taken whenever the specific discipline is proposed.

1. **Reprimands (oral or written)** The reprimand should reference the specific violation(s) of this Directive for which the reprimand is being given. Non-bargaining unit employees being reprimanded shall be also charged under O.R.C. 124.34.

The reprimand will be signed by the issuing supervisor and by the employee acknowledging that he/she received a copy. If the employee refuses to sign, this should be witnessed by another non-bargaining unit employee (if possible) or a notation should be made of the employees refusal to sign. A copy of the reprimand will be placed in the employee's personnel file. A copy shall also be sent to the appropriate Labor Relations Officer.

2. **Suspensions, Fines, Working Suspensions, Leave Reductions, Reductions, Removals -** Supervisors will thoroughly document the incident in question and forward the documentation to the next higher authority and/or the Labor Relations Officer. A recommendation will be made by the appropriate Deputy Director to Central Office Labor Relations for final review by the Director/designee.

G. FAMILY MEDICAL LEAVE

Employees may receive leave from ODOT under FMLA due to their own inability to work or to provide care and assistance to family members as identified in ODOT's policy, therefore, all employees who request to utilize FMLA are strictly prohibited from engaging in secondary employment situations whether self-employed or employed by another entity during those hours that they would otherwise be employed with ODOT.

H. PROGRESSIVE CONSTRUCTIVE DISCIPLINE

Uniform guidelines have been developed to assist in complying with this policy. These guidelines will serve to notify employees of the type of discipline that will be given for specific violations of the rules and regulations of the State of Ohio and of the Department of Transportation.

The degree of seriousness of the offense(s) will determine which appropriate disciplinary action will be imposed. Discipline does not have to be for the same/similar offense to be progressive.

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NOTE: THIS SECTION SHOULD BE VIEWED AS A GUIDELINE. THIS LIST OF OFFENSES IS MERELY ILLUSTRATIVE, AND IS NOT MEANT TO BE ALL-INCLUSIVE. THE FORMS OF DISCIPLINE LISTED WITH THESE OFFENSES ONLY PROVIDE A SUGGESTED RANGE OF APPROPRIATE ACTION. THE DIRECTOR MAY IMPOSE LESSER OR GREATER DISCIPLINE AS THE SITUATION DICTATES.

I. OHIO DEPARTMENT OF TRANSPORTATION DISCIPLINARY GUIDELINES

	<u>VIOLATIONS</u>	<u>PROGRESSION</u>		
1.				
	A. Poor, careless, or incomplete work	Reprimand/ Suspension	Suspension/ Removal	Removal
	B. Failing to meet work standards, deadlines, or failing to comply with performance improvement plans	Reprimand/ Suspension	Suspension/ Removal	Removal
	C. Any other general neglect of of duty	Reprimand/ Removal		
2.				
	A. Failure to carry out assignment	Reprimand/ Suspension	Suspension	Removal
	B. Disobedience/ Refusal of an order or assignment by a superior	Suspension/ Removal	Removal	
	C. Failure to follow policies of the Director, Districts, or offices	Reprimand/ Suspension	Suspension	Removal

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VIOLATIONS

PROGRESSION

3.	A. Posting or displaying obscene or insulting material and/or using obscene, abusing, or insulting language or gestures toward another employee; a supervisor, or the general public.	Reprimand/ Suspension	Suspension/ Removal	Removal
	B. Insolence - rude or disrespectful conduct	Reprimand/ Suspension	Suspension/ Removal	Removal
	C. Making defamatory or false statements	Reprimand/ Suspension	Suspension/ Removal	Removal
	D. Failure to maintain appropriate personal hygiene	Reprimand	Reprimand/ Suspension	Suspension/ Removal Removal
4.	Interfering with and/or failing to cooperate in an official investigation or inquiry	Reprimand/ Suspension	Suspension/ Removal	Removal
5.	Misuse of leave (including but not limited to misuse of sick leave, FMLA, workers compensation or disability)	Suspension/ Removal	Removal	
6.	Fighting/striking with a fellow employee or non-employee on State time or State property. Threatening a superior, fellow employee, or non-employee.	Suspension/ Removal	Removal	

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7.		Unauthorized/misuse of State equipment or vehicle	Reprimand/ Suspension	Suspension/ Removal	Removal	
8.		Carelessness with tools, keys and equipment or vehicle resulting in loss, damage, or an unsafe act	Reprimand/ Suspension	Suspension/ Removal	Removal	
9.		Involvement in "horse-play" on ODOT time or property.		Reprimand/ Suspension	Suspension/ Removal	Removal
10.	A.	Sale, consumption, or possession of alcoholic beverages while on duty or on state property, including state vehicles.		Suspension/ Removal	Removal	
	B.	Sale, consumption, or possession of illegal drugs while on duty or on state property including state vehicles.		Removal		
11.		Reporting to work under the influence of any intoxicant (alcohol or drugs) other than required for medical reasons, or a positive drug or alcohol test.		Removal		
12.		Sleeping on duty.	Reprimand/ Suspension	Suspension/ Removal	Removal	
13.		Leaving the work area without the permission of the supervisor.	Reprimand/ Suspension	Suspension/ Removal	Removal	
14.		Excessive Absenteeism	Reprimand	Reprimand/ Suspension	Suspension/ Removal	Removal
15.		Unexcused tardiness/ unauthorized absence of thirty minutes or less, leaving early and/or extended lunch or break period.	Reprimand	Reprimand/ Suspension	Suspension	Removal

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16.	Unauthorized absence in excess of 30 minutes	Reprimand/ Suspension	Suspension	Suspension/ Removal	Removal
17.	A. Unauthorized absence of 3 or more consecutive days.	Suspension/ Removal	Removal		
	B. Job Abandonment	Removal			
18.	Falsifying any document related to employment including electronic documents	Suspension/ Removal	Removal		
19.	Intentional misuse of Federal or State funds and/or resources	Suspension/ Removal	Removal		
20.	Violation of Ohio Ethics Laws and related statutes, O.R.C. Chapter 102, and Sections 2921.42, 2921.43	Removal			
21.	Engaging in political activity as prohibited in Ohio Revised Code 124:57	Reprimand/ Removal			
22.	Theft, in or out of employment. (Nexus established)	Removal			
23.	Felony convictions	Removal			
24.	Possession of weapons shall not be permitted on ODOT property, on the person of an ODOT employee while on duty, or in a state vehicle. This rule applies even if an employee has a license to carry a concealed weapon. Weapons are not permitted in personal vehicles while on ODOT property or projects. Weapons include guns, knives (except folding knives with a blade of 3" or less), clubs, tasers, bombs or any other dangerous ordinance. This rule does not apply to small canisters of personal protective sprays.	Suspension/ Removal	Removal		

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|-----|---|------------------------|---------|--|
| 25. | Violations of Section 124.34 (See Appendix A) of the Ohio Revised Code. | ** | | |
| 26. | Other actions that could harm or potentially harm the employee, a fellow employee or a member or members of the general public. | ** | | |
| 27 | Other actions that could compromise or impair the ability of the employee to effectively carry out his/her duties as a public employee. | ** | | |
| 28. | Engaging in activities for personal profit during paid work hours, including break times. | Reprimand/
Removal | Removal | |
| 29. | Vandalism- intentional defacement or destruction of state property or equipment | ** | | |
| 30. | Work stoppage - | | | |
| A. | Participation in a work stoppage or other cessation or disruption of services, either in full or in part (e.g. sick out, slowdown, en masse refusal to work overtime, etc.) | Suspension/
Removal | Removal | |
| B. | Organizing, leading, coordinating, promoting, or planning a work stoppage or other cessation or services as outlined in 30A. | Removal | | |

**The appropriate discipline depends on the severity of the incident.


 //s// Gordon Proctor
 Gordon Proctor, Director of Transportation

1-10-05
Date

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APPENDIX A

Section 124.34

(In pertinent part)

The tenure of every officer or employee in the classified service of the state and the counties, civil service townships, cities, city health districts, general health districts, and city school districts of the state, holding a position under this chapter, shall be during good behavior and efficient service. No such officer or employee shall be reduced in pay or position, fined in excess of five days' pay, suspended, or removed, except as provided in Section 124.32 of the Revised Code, and for incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of this chapter or the rules of the director of administrative services or the commission, or any other failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance in office, or conviction of a felony. An appointing authority may require an employee who is suspended to report to work to serve the suspension. An employee serving a suspension in this manner shall continue to be compensated at the employee's regular rate of pay for hours worked. Such disciplinary actions shall be recorded in the employee's personnel file in the same manner as other disciplinary actions and has the same effect as a suspension without pay for the purpose of recording disciplinary actions.

A finding by the appropriate ethics commission, based upon a preponderance of the evidence, that the facts alleged in a complaint under Section 102.06 of the Revised Code may constitute a violation of Chapter 102., Section 2921.42, or Section 2921.43 of the Revised Code may constitute grounds for dismissal. Failure to file a statement or falsely filing a statement required by Section 102.02 of the Revised Code may also constitute grounds for dismissal. The tenure of an employee in the career professional service of the department of transportation is subject to Section 5501.20 of the Revised Code.

Conviction of a felony is a separate basis for reducing in pay or position, suspending, or removing an officer or employee, even if the officer or employee has already been reduced in pay or position, suspended, or removed for the same conduct this is the basis of a felony. An officer or employee may not appeal to the state personnel board of review or the commission any disciplinary action taken by an appointing authority as a result of the officer's or employee's conviction of a felony. If an officer or employee removed under this section is reinstated as a result of an appeal of the removal, any conviction of a felony that occurs during the pendency of the appeal is a basis for further disciplinary action under this section upon the officer's or employee's reinstatement.

A person convicted of a felony immediately forfeits the persons' status as a classified employee in any public employment on and after the date of conviction for the felony. If an officer or employee is removed under this section as a result of being convicted of a felony or is subsequently convicted of a felony that involves the same conduct that was the basis for the removal, the officer or employee is barred from receiving any compensation after the removal notwithstanding any modification or disaffirmance of the removal, unless the conviction for the felony is subsequently reversed or annulled.

Any person removed for convictions of a felony is entitled to a cash payment for any accrued but unused sick, personal, and vacation leave as authorized by law. If subsequently reemployed in the public sector, such person shall qualify for and accrue these forms of leave in the manner specified by law for a newly appointed employee and shall not be credited with prior public service for the purpose of receiving these forms of leave.

DIRECTIVE NO. WR-102

January 1, 1993

Supersedes Directive WR-102

Dated May 5, 1992

TO: ASSISTANT DIRECTORS, DIRECTOR'S OFFICE STAFF, DEPUTY DIRECTORS, ASSISTANT DEPUTY DIRECTORS, BUREAU CHIEFS, AND DISTRICT DEPUTY DIRECTORS

SUBJECT: PRE-SUSPENSION AND REMOVAL HEARINGS

A. PURPOSE

To provide due process for classified ODOT employees faced with possible discipline.

B. REFERENCE

OSCEA/AFSCME Contract Section 24.04

C. PROCEDURE

Any ODOT employee charged with an offense for which that employee may be disciplined, and the recommended discipline is a suspension or greater, shall have a right to a meeting before a meeting officer. The meeting officer shall schedule a meeting within five (5) working days of the time he/she receives notice the employee has been charged. An employee may waive his/her right to the pre-disciplinary meeting and accept the proposed discipline by signing a waiver. The employee shall be notified no less than three (3) days prior to the meeting. The meeting notice shall contain the reason(s) for the discipline, the possible form of discipline, a list of witnesses and all known documents supporting the alleged violation(s). Absent any extenuating circumstances, failure to appear at the meeting will result in a waiver of the right to a meeting. An employee who is charged, or his/her union representative, may make a written request for a continuance of up to 48 hours if mutually agreed on by the parties. When the severity of the incident warrants, the Director or a Deputy Director may place the employee on Authorized Absence with pay pending a meeting before the meeting officer.

1. The meeting officer shall be assigned by the Deputy Director or Designee for district meetings. The Deputy Director of Administration or Designee shall assign the meeting officer for Central Office meetings.
2. An accused bargaining unit employee may have a union representative present in accordance with the Collective Bargaining Agreement.
3. The accused employee shall have the right to be confronted with the specific

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charges and the proposed discipline and shall have the opportunity to rebut the charges, to present evidence, and present statements, either personally or through his or her union representative.

4. The meeting officer will call the meeting to order, make introductions and distribute a sign-in sheet.
5. The meeting officer will review the intent of the meeting, read the charges contained in the pre-disciplinary hearing notice and review documentation used to support the recommendation for discipline.
6. The management representative recommending discipline shall be present at the meeting unless inappropriate, or if he/she is legitimately unable to attend. The meeting officer conducts the meeting and may ask questions or utilize witnesses at his or her discretion to make a determination.
7. The Union and/or employees shall be given the opportunity to ask questions, comment, refute, or rebut.

8. In that the process is an informal one, the pre-disciplinary meeting shall not be recorded nor a transcription taken during the meeting.
9. The meeting officer has five (5) calendar days to issue a report to the appropriate Deputy Director indicating whether or not the allegations were substantiated.

REVISED BY: LABOR DIRECTIVES COMMITTEE

From: CN=Kitti J. Koziura/OU=HumanResources/OU=D03/O=ODOT [mailto:CN=Kitti J. Koziura/OU=HumanResources/OU=D03/O=ODOT]
Sent: Wednesday, May 07, 2008 9:18 AM
To: CN=John Hart/OU=Administration/OU=D03/O=ODOT@ODOT; Farley, Tim; Kilmer, Valerie; Wright, Ken
Cc: Visintine, Jacqueline
Subject: SIgn-In/Sign-Out Procedure

Attached is a Sign-In/Sign-Out form that we can begin using 5/11/08. John, Ken , Val, and I agree this form works for our areas, and while Tim will be using this format for the district office personnel under his direction, he has indicated this may not be the best solution for the field (i.e. - the counties and construction field personnel). He will be formulating something that will work in those areas.

Please advise employees to record the time the employee begins and ends work each day. John has said that no more than five minutes before a start time or after an end time, unless prior approval has been given, since this enters into the issue of overtime. He has acknowledged "wiggle" room if someone arrives late and, with supervisor approval, stay the equal amount of time to make up. This should not have a pattern to it, otherwise the supervisor should address the issue. Jacqui is available for advice on this, if you need it.

Remember there is no need to sign in or out for lunch or for work-related outings. This does not preclude the employee from obtaining prior approval for said outings.

Also note that "records shall be maintained within each cost center for a period of three (3) years." We do not need to maintain these records for the entire history of the employee, only for a three year period.

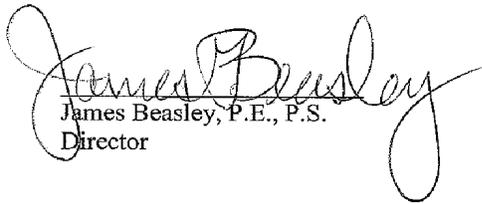
If there are any other issues regarding this matter, please advise.



dist 3 sign in
sheet.xls

Kitti J. Koziura
Business & Human Resource Administrator
District Three - ODOT
(419)207-7100 or (800) 276-4188
fax: (614)887-4310

Approved:



James Beasley, P.E., P.S.
Director

Standard Procedure No.: 233-002 (SP)
Effective: October 1, 2008
Responsible Division: Facilities &
Equipment Management

OHIO DEPARTMENT OF TRANSPORTATION
VEHICLE USE STANDARD PROCEDURE

POLICY STATEMENT:

The Ohio Department of Transportation (ODOT) is committed to financial responsibility, efficiency, and accountability. We must maintain the highest ethical standards in our dealings with each other, our business partners, and the public we serve. This standard procedure supplements the ODOT policy with respect to the use of ODOT vehicles by its employees.

DEFINITIONS:

CARTX – Payroll Time Reporting Code (TRC) used on the timesheet to designate the IRS commute charge.

Construction Vehicle – Vehicles of all types owned by ODOT that are assigned to construction projects.

Driver License - Official Ohio driver license issued by the Ohio Department of Public Safety.

Employee – Any person employed, full or part time, by the Ohio Department of Transportation.

EMS – The Equipment Management System (EMS) is the database application that stores all of ODOT's vehicle information.

Long Term Vehicle Assignment– ODOT vehicle assignment to a specific ODOT employee in EMS (Equipment Management System) for longer than one week with proper forms filed with DAS. This rare usage requires prior written pre-approval from the Deputy Director and approval in writing from the Director. This is NOT a vehicle take home assignment.

Maintenance Call-Outs – The dispatch of workers with specialized equipment and knowledge that occurs during other than their normal working hours.

Operator – All ODOT employees operating an ODOT vehicle.

Personal Vehicle – Non ODOT vehicle used by an ODOT employee for official business approved in advance by their supervisor.

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Place of Dispatch – The normal report location or authorized physical location where the vehicle is picked up for use by an ODOT employee.

Secured Location – Location approved in advance by the Deputy Director for overnight parking.

Short Term Assignment – The assignment of an ODOT vehicle to an ODOT employee for less than one weeks use.

Vehicle – All ODOT equipment requiring a driver's license issued by the Ohio Department of Public Safety. This includes, but is not limited to, Pony vehicles, snow plow trucks, passenger vehicles, trucks, etc.

Vehicle Take Home Assignment – The assignment of an ODOT vehicle to an employee to be driven from place of official state business to an employee's home with proper recommendation from the Deputy Director and pre-approval in writing by the Director.

The following items outline authorized use, unauthorized use, operator's responsibilities, vehicle assignments, personal vehicles, and cell phone use:

I. AUTHORIZED USE OF ODOT VEHICLES:

1. Travel between the place where the ODOT vehicle is dispatched and the place where official state business is performed.
2. When on official travel status and not within reasonable walking distance, between the place of state business or the place of temporary lodging and places to obtain meals or medical assistance (including drugstore), exclusive of places of entertainment.
3. Transport of other officers, employees or guests of the state when they are on official state business. This includes students who shadow an engineer during scheduled event programs.
4. Transport of consultants, contractors, or commercial firm representatives when such transport is in the direct interest of the state.
5. Travel between the place of dispatch or the place of performance of state business to your personal residence when a vehicle take home assignment has been authorized in writing by the Director of ODOT.
6. Out-of-State travel shall be authorized in advance by the proper authority and granted upon completion and signatures of Form AU-111, State of Ohio, and Department of Transportation Travel Request.

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II. UNAUTHORIZED USE OF ODOT VEHICLES:

1. Any use for personal purposes, other than commuting as specified in Authorized Use.
2. The parking of an ODOT vehicle to the closest ODOT location to your home to reduce your daily commute in your personal vehicle is prohibited unless specifically required by the Collective Bargaining Agreement or an active MOU.
3. Travel or tasks which are beyond the vehicles rated capacity.
4. Transport of family, friends, associates or other persons who are not employees of the state or serving in the interest of the state.
5. Transport of alcoholic beverages.
6. Transport of any drugs not required to treat a medical condition.
7. Transport of hitchhikers.
8. Transport of items which have no relation to the performance of official state business. Reasonable exceptions are permitted, such as purses, briefcases, laptops and other customary and ordinary personal items associated with travel.
9. Transport of acids, explosives, weapons, ammunition or highly flammable material, except by specific authorization.
10. Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving, or a hazard to pedestrians or to other vehicles.
11. Attending any events which are not in the service of state business.
12. Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
13. Operating a state vehicle under the influence of alcohol or drugs is prohibited.
14. Operating a state vehicle with an expired, suspended, or otherwise invalid driver's license, or without the proper type of valid license.

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III. OPERATOR'S RESPONSIBILITIES:

1. Operators must have a valid driver license and shall report any change in driver license status to their supervisor. The operator must obey all traffic laws.
2. Operators shall report any damage from accidents, abuse, vandalism or unknown sources.
3. Operators shall report any vehicle problems or maintenance issues to the proper authority.
4. Operators shall promptly report and pay all citations including parking citations.
5. Operators and all occupants shall always wear seat belts.
6. Fleet Managers shall secure preventive maintenance parameters described on EMS screen 1-36 and notify the operator to ensure repairs are made promptly. Operators are to cooperate with the scheduling of repairs and preventative maintenance.
7. Operators shall make their vehicle available to other operators for ODOT business when not in use.
8. Operators shall be responsible for keeping assigned vehicles free of trash, debris, etc.
9. Operators shall remove valuables and equipment from plain sight and secure in an area not visible from the outside when leaving vehicle unattended.
10. Operators, employees and others shall not smoke in any state vehicle.
11. Operators shall remove keys, roll up windows and lock vehicles, including cargo areas, when not in use.
12. Operators shall make every effort to locate a secure and well lit area for overnight parking.
13. Operator shall remain with the vehicle during the fueling process.
14. Operators shall use alternative fuels when available if the vehicle is designed for their use. Whenever, possible, use State of Ohio fueling facilities or a DAS fuel credit card at commercial gasoline stations.
15. Operators shall report to the supervisor or appropriate managers the parking location for the vehicle assigned to the project. If the parking location changes, the operator shall inform the appropriate manager about the change in parking location.

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IV. VEHICLE ASSIGNMENT

1. For Long Term Vehicle assignments, the employee's name will appear on the Long Term Vehicle Assignment List maintained by the Office of Equipment Management. By April 1st and October 1st each year, all Deputy Directors will submit a list of long term vehicle assignment forms to the Office of Equipment Management. The completed form will contain the employee's name, vehicle number, length of assignment, location where each vehicle is parked after regular working hours, and justification for the assignment. However, CARTX must still be designated on the timesheet when the vehicle is used to commute to or from the employee's residence.
2. If vehicle take home assignment is approved by the Director, said approval must be forwarded to the Office of Equipment Management and the daily CARTX shall be designated on the employee's timesheet.
3. An ODOT vehicle is NOT to be used for commuting to and from your report-in location.
Examples of prohibited uses:
 - a. The parking of an ODOT vehicle to the closest ODOT location to your home to reduce your daily commute in your personal vehicle is prohibited.
 - b. Signing out various pool vehicles to commute from your home and/or the closest outpost/garage then into your report-in location is prohibited. A repeated vehicle assignment on a week-by-week or day-by-day basis to circumvent the definition of take home vehicle assignment is considered "gaming" and is prohibited.
4. If vehicles for after hour call outs are approved by the Director, there will be a rotation of the assignment among maintenance supervisors or maintenance workers with specialized equipment (traffic signal electrician) so that only one vehicle per county is parked nearest their residence at a given time. The vehicle must reside in a secured area such as a construction project site or ODOT facility. Approval for after hours call-out vehicles must receive prior written approval from the Director. Such approvals will be granted on a case-by-case basis, with the expectation that numerous call-outs typically warrant the creation of work shifts in lieu of either call out vehicles or the payment of standby time.
5. All construction vehicles will be parked at a secured location within the county or district closest to the project. All construction vehicles are to be assigned to the project, not to an individual, except for a short term assignment.
6. Employees while not on overnight stay will park their vehicle at their report-in location or maintenance facility nearest to their work assignment.

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7. Short Term Vehicle Assignments to attend training or a short-term special project are exempt from the long term vehicle assignment requirements. These are monitored by your supervisor and based on operational need and for the need of efficiency and/or economy of the area. EXAMPLES:
 - a. You are scheduled for training at Central Office and you are approved through your supervisor to take the vehicle for the evening and to park the vehicle overnight at a secure project or ODOT facility near your home due to the hours of the training class. This is an approved short term assignment.
 - b. You are working on a special project assigned by your area that requires you to travel early or late to a location that is not your normal report-in location. With approval from your supervisor, you are approved to park the vehicle overnight at a secure project or ODOT facility near your home, since this is a short term assignment.
8. All revisions, additions, and removals of Long Term Assignments will be reported immediately to the Office of Equipment Management to submit for approval by the Director and DAS.
9. Where the Long Term assignment is also an authorized take home assignment, the Long Term Assignment forms must be calculated to reflect the actual commute miles of the ODOT employee minus holidays. The total business miles calculation is the difference of the total annual miles minus the total commute miles.
10. Additional coding on the payroll timesheet is required for each work day that the employee uses the car to commute from their home to work, or from work to their home, the employee is to record on their timesheet an entry of \$1.50 each way using the time reporting code (TRC) of CARTX. This applies to all take home assignments, including Long Term, Short Term, and daily.

V. PERSONAL VEHICLE USE (IN LIEU OF STATE VEHICLE):

1. State vehicles shall be used in place of private vehicles whenever practical. Personal vehicles may be used only when a state vehicle is unavailable or is impractical, and when authorized by the Deputy Director or designee.
2. While on assignment away from their normal report-in location, employees shall be reimbursed in accordance with the applicable policies established by the Department of Administrative Services (DAS) and the Office of Budget and Management (OBM).
3. The annual reimbursement shall not exceed the amount as established by the Department of Administrative Services (DAS) and the Office of Budget and Management (OBM).

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4. Employees are required to have their private vehicle insured under a liability policy that complies with Ohio Revised Code Section 4509.01.
5. Gasoline, vehicle service, damages and repairs to the employee's private vehicle will be solely the responsibility of the employee.

VI. CELL PHONE USE:

The use of cell phones while driving a state vehicle is discouraged. Employees are required to observe any safety precautions issued by their cell phone provider, and to obey any ordinance regulating cell phone use while operating a moving vehicle. Employees are required to report any citations received in the same manner they are required to report other traffic citations received when operating a state vehicle.

Approved:



Rachel Livengood,

Deputy Director, Quality and Human Resources

Standard Procedure 220-006(SP)

Effective: June 1, 2009

Responsible Division: Quality & Human Resources

Supersedes: Standard Procedure No.150-003 (SP)

OHIO DEPARTMENT OF TRANSPORTATION SAFETY & HEALTH STANDARD OPERATING PROCEDURE

PROCEDURAL STATEMENT:

Influence, control, and responsibility are the key ingredients to an effective safety program. If one of these items is missing or lacking, the program will fail.

First level supervisors have the most influence on safety. They work directly with employees and are in the best position to observe safety behavior. They can provide positive or negative influence. Positive influence will motivate employees to be aware of safety and work within a safe environment. Negative influence will have a detrimental effect. If first level supervisors do not take an active role in promoting safety, the program will fail.

Management has the most control of safety. The ability to change work methods, enforce safety procedures, or redirect resources lies within their grasp.

Responsibility for safety lies with all employees. The importance of safety must be communicated to all levels on an ongoing basis. Safety is everyone's business.

AUTHORITY:

Federal Occupational Safety & Health Standards 29CFR1910, et seq.

Federal Occupational Safety & Health Standards 29CFR1926, et seq.

Ohio Revised Code Chapter 4167, et seq.

Ohio Administrative Code Chapter 4123 1-3, et seq.

Division of Quality and Human Resources

REFERENCES:

State of Ohio/OCSEA Collective Bargaining Agreement – Article 11 Health & Safety

Ohio Manual of Uniform Traffic Control Devices

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SCOPE:

This standard operating procedure is applicable to all Districts, Regions, Divisions, and Offices within the Ohio Department of Transportation.

BACKGROUND AND PURPOSE:

The purpose of this Employee Safety & Health Standard Operating Procedure (SOP) is to establish statewide minimum safety guidelines which are meant to be followed by all employees. The basic content of this SOP has been previously agreed to in Article 11 of the OCSEA contract. Furthermore, these guidelines are intended to establish a minimum level of risk management and techniques for accident/injury avoidance. District management, including safety staff and the District Health & Safety Committee, may impose a higher level of compliance in any area of this SOP based on the degree of hazard.

DEFINITIONS:BHR or BHRA

Business and Human Resource Administrator

DDD

District Deputy Director

OCSEA

Ohio Civil Service Employees Association

PPE

Personal Protective Equipment

PROCEDURE:**I. Accountability for Safety in the Workplace**

All managers and supervisors are responsible for establishing and maintaining a safe working environment for employees under their supervision or control.

All ODOT managers and safety staff are authorized to immediately stop work where employees are exposed to imminent danger of death or physical harm until all necessary safety controls are established.

II. Personal Protective Equipment (PPE) & Life Saving Equipment

The purpose of personal protective equipment is to provide a barrier or shield between employees and chemicals or physical hazards present in the workplace, or to isolate

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employees from such hazards. PPE shall be used when hazards cannot be removed or abated by engineering controls. Employees are required to wear personal protective equipment appropriate for tasks they will perform.

A. Hazard Assessment and Personal Protective Equipment Selection

1. Supervision and/or a safety representative shall ensure that:

- a. Proper personal protective equipment is selected and used that will protect the affected employee(s) from hazards which cannot be controlled by engineering measures.
- b. Approved equipment is purchased by ODOT and used, tested, inspected and properly maintained by the employee.
- c. Employees are trained on:
 - (1) When PPE is necessary.
 - (2) How to properly adjust and wear PPE.
 - (3) The limitations of PPE.
 - (4) The proper care, maintenance, useful life and disposal of the PPE.
- d. Retraining is required when:
 - (1) There is reason to believe that the employee lacks the understanding and/or skill to demonstrate the proper use and care of personal protective equipment
 - (2) If there are changes in workplace conditions, regulations, or types of PPE used.

B. General PPE Requirements

1. Jewelry is not to be worn by employees working on highway maintenance projects, electrical work, in shops, or with or near moving equipment or rotating parts where the item will constitute a hazard.
2. An employee's hair shall not obstruct the wearing of personal protective equipment.
3. All employees assigned to a contractor controlled job site shall adhere to the personal protective equipment requirements and job site safety plan of either the contractor or ODOT, whichever is more stringent.

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III. Head Protection (Hard Hats)

Supervisors shall ensure that all employees wear appropriate head protection when working at or visiting maintenance and construction work site where there is a possible danger of head injuries. All hard hats must meet or exceed ANSI Z89.1-2003 Type 1 Class E - G requirements. Hard hats are not to be painted or altered in any way and shall be worn as intended by the manufacturer. Hard hats must be worn:

- A. When there is a clear and present danger of falling or moving objects.
- B. When exposed to falling or flying material.
- C. When exposed to overhead electrical conductors.
- D. Required hard hat areas include, but are not limited to:
 - 1. Under a Bridge
 - 2. Working near High Voltage Wires
 - 3. Tree/Brush Cutting, Trimming and Chipping
 - 4. In the Proximity of Heavy Equipment
 - 5. Post Installation and Removal
 - 6. Sign Installation and Removal
 - 7. Pile Driving
 - 8. Culvert Jobs
 - 9. Confined Space
 - 10. Trenching
 - 11. Flagging – A high-visibility ball cap meeting ANSI Standard 107-2004 may be substituted and must be purchased by the employee.

Employees shall inspect hard hats for cracks and other signs of damage or deterioration. Supervisors shall ensure defective or faded hard hats are taken out of service and replaced.

IV. Eye and Face Protection

Supervisors shall ensure that all employees wear appropriate eye and face protection where their eyes and face are exposed to hazards. These hazards include flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical fumes, gases/vapors, or potentially injurious radiation.

Safety glasses conforming with ANSI Standard Z87.1 with side shields to provide basic impact protection must be worn when operating or working near tools or machines that may throw particles such as woodworking tools, power tools, chippers, weed eaters, grinders, etc.

Safety goggles provide impact protection from flying particles, dust and mist/splash and must be worn whenever there is a need to protect the eyes from particles, dust, or mist/splash which cannot be stopped by wearing safety glasses.

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Face shields provide impact protection from flying particles, dust and mist/splash and must be worn whenever danger exists from flying particles, dust or mist/splash from chemicals or other substances when glasses/goggles do not provide adequate protection.

Employees whose vision requires the use of corrective lens/spectacles while engaged in operations that involve eye hazards shall wear eye protection that can be worn over the prescription glasses without interference.

V. Hand Protection

Supervisors shall ensure all employees wear appropriate hand protection when their hands and fingers are exposed to hazards. These hazards can cause cuts, lacerations, abrasions, punctures, chemical burns, thermal burns, exposure to harmful temperatures, and bloodborne pathogens. In cases where hazardous products are involved, refer to the Material Safety Data sheet.

VI. Hearing Protection

Employees shall be required to wear hearing protection in designated work areas or operations where it has been determined that the noise levels exceed allowable limits (85dB TWA). Hearing protection is required when employees are temporarily exposed to loud percussion or concussion noises from operations such as, but not limited to pavement breaking, compacting, power impact tools, blasting, and post pounding.

VII. Chainsaw Personal Protective Equipment

A. A mesh visor and safety goggles/glasses to prevent injury from flying chips or a chain that may break off and fly toward the face.

B. Hard hat with ear muffs/ear plugs.

C. Chainsaw Chaps to protect legs from severe cuts in the event the chain saw slips.

D. Gloves to improve grip and protect hands from abrasions, cuts, and splinters.

E. Fitted clothing.

F. Proper footwear

VIII. Respiratory Protection

In some cases, airborne contaminants such as dusts, fumes, gases, or vapors may not be eliminated in the workplace by accepted control measures such as enclosures, local or general ventilation. When such measures are not feasible, respirators may be required to be worn by affected employees after an assessment has been conducted on those airborne contaminants by an industrial hygienist. Refer to the Material Safety Data Sheet for the products in use for further guidance.

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Supervisors shall ensure that when respirators are required to be worn by employees, the department's respiratory protection program is followed. Employees are responsible for using respirators in accordance with the training and instructions received.

IX. Fall Protection Equipment

Safety harnesses, lanyards, lifelines, or guardrails are required when employees are working six feet or more above any work surface.

Lifelines shall be secured above the point of operation to an anchorage or structural member capable of supporting a dead weight of 5,400 pounds.

If a safety harness/lanyard or lifeline is subject to in-service loading, it shall be replaced and not used.

Body harnesses shall be inspected prior to each use by the user. Annually the harness must be inspected by a competent person, other than the user.

Inspect buckles, D-rings, back pad, loop keepers for damage. If damaged the unit must be taken out of service.

Only locking-type snap hooks shall be used for harnesses, lifelines, and lanyards.

Supervisors shall ensure that employees are properly equipped and trained to wear and utilize ODOT supplied fall protection equipment.

X. High Visibility Safety Apparel

All persons within the right-of-way of any highway or any other type of roadway or construction site who are exposed to either traffic (vehicles using the highway for purposes of travel) or construction equipment within the work area, regardless of job type, shall wear high-visibility safety apparel.

High-visibility safety apparel means personal protective safety apparel that is intended to provide conspicuity during both daytime and nighttime usage and that meets the Performance Class 2 or Class 3 requirements of the ANSI/ISEA 107-2004 publication entitled "American National Standard for High-Visibility Safety Apparel and Headwear."

Safety vests meeting Performance Class 2 and Class 3 requirements will be provided to employees by ODOT. T-shirts and jackets meeting ANSI Standard 107-2004 Class 2 and 3 are acceptable but must be purchased by the employee and shall maintain the appropriate ANSI 107-2004 Label. All safety apparel must be properly fitted and properly worn.

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Supervisors shall decide if high visibility apparel is faded or soiled beyond reasonable usefulness in terms of conspicuity. When there is any doubt whether the apparel offers employees the high-visibility characteristics intended by this SOP, it shall be replaced with new apparel which unquestionably meets Department intent to maintain very high levels of conspicuity. If there is any dispute, a safety representative will make the final decision.

All ODOT issued rain gear shall be safety green in color and meet the Performance Class 2 or Class 3 requirements.

For daytime activity, flaggers shall wear safety apparel meeting the requirements of ANSI 107-2004 standard performance for Class 2 or Class 3 risk exposure. For nighttime activity, flaggers shall wear safety apparel meeting the requirements of ANSI 107-2004 standard performance for Class 3 risk exposure.

XI. First-Aid Kits

First-aid supplies must be easily accessible and properly stocked.

XII. Work Clothing

All employees assigned to perform outdoor work activities or work in a shop or repair facility are required to wear, as a minimum, a shirt with sleeves that covers the torso and full length pants. Shirts and pants shall not be altered or cut off in any way.

XIII. Footwear

Employees shall wear suitable footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, puncture hazards, or electrical hazards. Light footwear such as, but not limited to tennis shoes and sandals, will not be worn. Safety or heavy work shoes that cover the ankle are recommended and must be worn properly.

XIV. Vehicles and Heavy Equipment

A. Pre-Trip Inspections & Use of Accident Prevention (Red) Tags

No employee shall be required to operate equipment that any reasonable operator in the exercise of ordinary care would know might cause injury to the employee or anyone else, according to Article 11.03 of the OCSEA contract. Accordingly, an EM-78 "Pre-Trip Inspection" form (See Appendix A) shall be completed at the beginning of the work shift

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for dump trucks and heavy equipment. At the end of the shift, operators shall make note of any problems which require repairs.

Accident prevention (red) tags or Lock/Out - Tag/Out device shall be used as a temporary means of warning employees of an existing hazard such as defective tools, equipment grounded for repairs, etc. (OSHA1926.200). If a disagreement arises concerning the safety of equipment, refer to Article 11.03 of the OCSEA contract. Tags will be removed only when a safety representative has determined that the unsafe item or equipment has been repaired, replaced, or taken out of service permanently.

B. Seat Belts

All drivers and passengers are required to wear seat belts when operating or riding in a vehicle or operating equipment with a rollover protective structure (ROPS). Seat belts and shoulder straps for vehicles so equipped must be worn properly with the seat belt secured over the lap and the shoulder harness secured over the arm and shoulder.

C. Lighting, Marking & Conspicuity

It is ODOT's policy to maximize safety when vehicles and the work force are in highway and construction maintenance operations. All safety lighting will be flashing lights, amber in color, composed of photo strobes or LED's or a combination of both. The specific number of safety lighting devices per piece of equipment and the location of such devices shall meet the minimum standard of 360 degrees of visibility.

Refer to Division of Facilities and Equipment Management ***Policy Number 19-002(P), Equipment Lighting, Marking and Conspicuity Policy***, and to ***EMS Procedure EIP-2022, Dump Truck Lighting***.

D. Backing Vehicles and Equipment

Backing vehicles and equipment is the number one cause of serious accidents, costly damage, injuries and fatalities among employees on construction sites. As the vehicle size increases and visibility to the rear of the vehicle decreases, there is a higher level of responsibility on the operator.

On any type of vehicle or equipment with an obstructed view to the rear:

1. There shall be a reverse signal alarm audible above the surrounding noise, or
2. An observer shall signal the assured clear distance.

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E. Traffic Control Deployment

All employees shall ride in the enclosed passenger area of a vehicle when traveling to or from a job site. No riding is permitted in the back of trucks or in a loader bucket. When deploying or picking up traffic control devices such as cones and barrels, employees may ride on the various types of vehicles appropriate for this activity.

F. Operation of Equipment

No employee shall operate any type of equipment or participate on active roadway projects while wearing earphones. As used in this section, "earphones" means any headset radio, tape player, Bluetooth, or other similar device that provides the listener with radio programs or music through any device that covers or is inserted into all or a portion of the ear(s). The only exclusion would be a hands-free headset used for traffic control purposes.

G. Seasonal Employees

Transportation Seasonal Help (TSH) shall be trained on safe and proper work methods before assignment. TSH who possess a valid operator's license are permitted to operate pickup trucks, vans, station wagons, passenger vehicles, push mowers and lawn tractors only. TSH may operate one-ton dump trucks and one-ton stake-body trucks (non CDL-required) and pull trailers providing supervision conducts a check ride prior to operation. No seasonal employee shall flag unless they have been adequately trained and demonstrated proficiency.

H. Work Zone traffic creates serious hazards for motorists and workers. Supervisors, Transportation Managers, and Lead Workers shall conduct periodic Work Zone inspections using the "ODOT Job Site Safety Survey" (See Appendix B) to ensure overall traffic control compliance.

XV. Working Alone

The issue of working alone is best addressed on a case-by-case basis. The assignment of one or more employees to a project/work location shall be made with regard to the type of work to be performed and the risk involved. A periodic check on the safety of employees who work alone will be made or a means of communication to the worksite based location will be provided to employees who work alone. If there is a serious working alone issue, or the issue cannot be resolved, then the district safety representative shall be the final authority.

When an employee is called out after normal working hours for an emergency, the immediate supervisor shall make a follow-up call or check on the employee.

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XVI. Duty to Report

All employees who are injured or are involved in an accident/incident during the course of their employment shall immediately file an injury or vehicle accident report with the District or Central Safety Office. Refer to the Standard Operating Procedures for work-related injuries and vehicle accidents for guidance on filing claims.

XVII. Electrical Safety Procedures

A. Requirements when working on energized electrical equipment:

1. Only Qualified/Authorized Employees (these are employees who have been trained, are experienced, and clearly demonstrate a proficiency to work safely) are authorized to work on energized electrical equipment.
2. Follow ODOT's Lock/Out - Tag/Out Program
3. Use a Lock/Out - Tag/Out kit to de-energize equipment.
4. Where potential contact with energized components exists when Lock/Out Tag/Out cannot be applied, supervisors/employees must comply with OSHA 1910.331-335. Personal protection consists of: ANSI Z87.1 approved safety glasses, shields, voltage-rated gloves, dielectric hard hat, proper footwear, ear canal inserts, FR-rated safety vest and voltage tools.

XVIII. Health & Safety Committees

Health & Safety Committees shall be established in each district and central office. Their general responsibilities will be to evaluate safety and health issues raised by employees, conduct periodic inspections, identify and recommend training needs and make appropriate recommendations to management. Article 11.12 of the OCSEA contract provides specific guidance.

Additionally a Statewide Health & Safety Committee shall be established. The mission of this committee will be to set the direction for statewide health and safety initiatives and resolve issues from the districts committees which have statewide implications.

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XIX. Cell Phones & Other Electronic Communication Devices

Employees are required to maintain absolute attention to the operation of vehicles and equipment – and other tasks requiring their undivided attention. Cellular phones and text messaging devices are distractions.

The use of cell phones and text messaging while driving a state vehicle or personal vehicle for state business is discouraged. Employees are required to observe any safety precautions issued by their cell phone provider, and to obey any ordinance regulating cell phone use while operating a moving vehicle. Employees are required to report any citations received in the same manner they are required to report other traffic citations received when operating a state vehicle.

Working along a right-of-way that is not closed to traffic also demands full and undivided attention to surroundings. Cell phone use is strictly prohibited when flagging traffic.

Cell phone use is strictly prohibited when operating heavy equipment. Examples of heavy equipment are, but not limited to: backhoes; front end loaders; dozers, and graders.

XX. Tailgate Safety Talks

A tailgate safety talk is a short, informational safety meeting which shall be conducted at the crew level on a regular or as-needed basis by first-line supervisors or crew leaders regarding job-related hazards and safe work practices. A tailgate safety talk should take place when a particular job hasn't been performed for some time, when a new employee joins the crew, or when a job or location poses specific hazards such as high volume, high speed traffic or limited sight distance approaches to the work area.

It is best to schedule a talk before the work day begins. Discussions can include planning the work zone setup, identifying work environment hazards, conducting pre-trip inspections of vehicles and equipment, selecting the right personal protective equipment, and awareness of emergency procedures. On the other hand, a short meeting during or at the end of the work day to discuss a "near miss" incident or lack of attention to safety also works well. All tailgate talk activity shall be documented on the MR-502 form, using specific activity code.

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TRAINING

Education and training is essential in developing and maintaining a safe working environment. Training opportunities will be made available for employees based on their classification and duties. Classes will be developed and coordinated by the Office of Safety & Health in conjunction with the Office of Training.

FISCAL IMPACT

Districts and divisions are responsible for funding the purchase of safety equipment and supplies, personal protective equipment, and safety training.

Appendix B

Ohio Department of Transportation

Job Site Safety Survey



Work Location:		Inspection Date:	
Type of Operation:		Arrival Time:	
Supervisor/Crew Leader:		Leave Time:	
Safety Representative:		# of Contacts:	

Traffic Control Devices	Good	Needs Work	Comments
Advance Warning Signs			
Spacing of Signs			
Condition of Signs			
Intersection(s) Signed			

Flagging	Good	Needs Work	Comments
Number & Location			
Communications			
Proper Devices Utilized			
Proper Attire			

Lane Closure	Good	Needs Work	Comments
Proper Size Cone & Taper			
Cone/Barrel Spacing			
TMA/Shadow Vehicle			
Buffer Zone			
Arrowboards(s)			
Traffic Congestion			

Personnel Safety Equip.	Good	Needs Work	Comments
Safety Vest/Rain-suit			
Hand Protection			
Eye/Face Protection			
Hearing Protection			
Head Protection			
Other Required?			

Equipment/Process	Good	Needs Work	Comments
Vehicles (trucks, SMV, etc)			
Hand Tools (pneumatics, etc)			
Powered Tools (chainsaw, etc)			
Trenching/Shoring (equip/use?)			
OUPS Ticket with Operator			

Inspector Recommendations:

White copy- Safety Office Yellow copy- County/Trans Mtg Pink copy- Crew Leader JSB-1 6/05



Please note that an entry indicating a suspension or revocation MAY merely reflect that a licensee has elected not to renew the license. If you are concerned about the meaning of a particular entry or the reason why a licensee is in suspended or revoked status please contact the Division at WebReal@com.state.oh.us.

WARNING:

- Prior to March 1, 2007, not all course providers submitted their rosters electronically and therefore those courses may not be on this list.
- Courses listed may have been used to fulfill a previous CE Reporting Cycle. Credit for CE Courses may be used **ONLY Once!** Please be sure you have not already used any listed course in a previous reporting cycle.
- The Division will accept certificates for approved courses not on the list that were not previously submitted for CE credit. When submitting continuing education to the Division, please include the certificates totaling the 30 hours that you want applied to your current deadline.
- By law, CE providers have 15 days to complete the Course Rosters Entry. If more than 15 days have passed since taking your CE course, contact the provider directly. Only the Provider may post the roster.
- Distance Education Courses are assigned a generic date of either 1/1 or 12/31.
- Please be aware that the Sales or Broker 10-Hour Post-Licensure Courses **CANNOT** be used to fulfill **ANY OF YOUR THREE-YEAR** Continuing Education Requirements. Proof of attendance of the post-licensure course must be submitted to the division within 12 months of initial licensure to avoid suspension.



A license status of revoked does not necessarily mean that the license was revoked due to disciplinary action. Please call the Division for further details if needed.

Lookup Detail View**Name and Address**

Name and Address

Name	MailAddress	PublicAddress
Cheryl L Heintz	[REDACTED]	[REDACTED]

License Information

License Information

License	License Type	First Issuance	Last License Issued	Effective Date	Expiration Date	Status	CE Due	USPAP DUE	Post Licensure Due	Post Licensure Received
SAL.2005017362	Real Estate Salesperson	03/06/2006	01/07/2011	04/11/2009	04/10/2012	ACTIVE	04/10/2012		03/06/2007	05/01/2006

Supervisor Information

Supervised By

Employer File Number	Employer Status	Employer Name	Employer Doing Business As	Effective Date	Expiration Date
REC.0000438437	ACTIVE	Bauer Mgt. Real Estate, Inc.	Bauer Mgt. Realty	02/04/2003	06/30/2012

Continuing Education

Courses Completed

Course Name	Course Hours	Course Date	Provider
Diversity Issues & Cultural Awareness	3.00	11/29/2006	Gates Real Estate Concepts
Ethics: Canon and Code Together	3.00	11/29/2006	Gates Real Estate Concepts
Section 1031 & Investor Financing Issue	2.00	03/29/2007	NorthStar Title Services, LLC
Short Sales Seminar	1.50	07/25/2007	LandAmerica Lawyers Title (Stow, OH)
Ohio Home Ownership Protection Act	1.50	07/25/2007	LandAmerica Lawyers Title (Stow, OH)
Foreclosure Education Day	6.00	11/30/2007	Lorain County Assoc. Of Realtors
The Dirty Dozen	3.00	09/12/2008	Knowledge Sponge Seminars
VA Home Loans	2.00	10/22/2008	Ashland Board Of Realtors

Different Generations of Buyers/Sellers	2.00	10/22/2008	Ashland Board Of Realtors
Short Sale 101 (A Beginners Guide)	2.00	10/22/2008	First American Title Insurance Company
Long Term Care & Reverse Mortgages	1.00	03/12/2009	Budish, Solomon, Steiner & Peck, Ltd.
Reverse Mortgage Home Purchase Program	1.00	03/12/2009	Mark King
2009 National City Roadshow	3.00	04/03/2009	PNC (National City Bank)
Internet Lead Generation	3.00	07/16/2009	Keller Williams Realty Greater Cleveland
Buyer Mastery	3.00	07/16/2009	Keller Williams Realty Greater Cleveland
Real Estate Agent Safety Part 1	1.00	10/14/2009	Ashland Board Of Realtors
Real Estate Agent Safety Part 2	1.00	10/14/2009	Ashland Board Of Realtors
Understanding Legal Descriptions (Elective)	2.00	10/14/2009	Ashland Board Of Realtors
County Auditor Tax Information	1.00	10/14/2009	Ashland Board Of Realtors
Understanding the HUD-1 Settlement Statement	1.00	10/14/2009	Ashland Board Of Realtors
Issues Update	3.00	11/16/2009	Knowledge Sponge Seminars
21st Century Pricing Strategy	1.00	10/20/2010	Knowledge Sponge Seminars
Strategies for Handling Difficult Situations	1.00	10/20/2010	Knowledge Sponge Seminars
Financing and Getting a Mortgage Loan	1.00	10/20/2010	Ashland Board Of Realtors
Appraisals	1.00	10/20/2010	Ashland Board Of Realtors
Property Inspections	1.00	10/20/2010	Ashland Board Of Realtors
Avoiding Closing Pitfalls	1.00	10/20/2010	Ashland Board Of Realtors
Fair Housing: Serving an Emerging Diverse Marketplace	3.00	10/21/2010	Knowledge Sponge Seminars
Ethics: The Pathways to Professionalism	3.00	11/12/2010	Knowledge Sponge Seminars
Is That Your Final Answer?	3.00	11/12/2010	Knowledge Sponge Seminars
Intro to Social Networks	1.00	10/19/2011	Ashland Board Of Realtors
The Process of Selling HUD Properties	2.00	10/19/2011	Ashland Board Of Realtors
Identity & Data Breach Concerns in Real Estate	3.00	10/19/2011	Knowledge Sponge Seminars

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