DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES

Policy No.: DOC 1.3.32	Subject: **LOSS CONTROL (SAFETY) PROGRAM**
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 8, plus 2 attachments
Section 3: Personnel	Revision Date: July 17, 1997
Signature: /s/ by Director Day 7/17/97	Effective Date: June 15, 1996

I. POLICY:

The Department of Corrections recognizes the need to provide a safe and healthy work environment for all employees and offenders. In order to satisfy this responsibility, each Facility and Program shall develop and implement a loss control (safety) program that shall, at a minimum, meet the basic requirements listed within this policy.

II. AUTHORITY:

50-71-101, MCA. Montana Safety Act

39-71-1502, MCA. Montana Safety Culture Act

24-30-2501, ARM. Implementation of Education-Based Safety Programs for Workers' Compensation Purposes

State of Montana Employee Safety Program Guidelines established by Risk Management and Tort Defense Division and Loss Prevention Division for the State Compensation Insurance Fund

III. DEFINITIONS:

Safety and Disaster Committee means a committee of facility/program staff, designated by the Warden/Superintendent/Program Manager, to ensure that effective safety and disaster policies and procedures are implemented in each Department facility and program.

IV. PROCEDURE:

A. Intent

1. Every facility/program shall develop and implement a loss control and safety program following the recommendations outlined in the State of Montana Employee Safety Guidelines by the Risk Management and Tort Defense Division and the Loss Prevention Division of the State Compensation Insurance Fund.

2. Accidents resulting in personal injury, property damage, or equipment loss represent serious problems for the Department and its employees and offenders. All employees must recognize their responsibility to control these losses by ensuring that proper and safe work procedures are performed and that these safe work procedures become an essential part of every employee's and offender's day-to-day work performance.

3. Active participation is critical to the success of the Loss Control Program; therefore, all employees and offenders will be required to participate in this program.

4. Employee and offender performance in regard to working safely will be measured along with overall work performance.

B. <u>Objectives</u>

The objectives of the Loss Control Program are to provide, to the best of the Department's ability:

1. An accident and injury-free work environment;
2. Protection of employees, offenders, and the general public; and
3. Reduction of costs associated with accidental losses.

C. <u>Loss Control (Safety) Program Organization and Responsibilities:</u>

1. **Director:** The Director of the Department of Corrections is ultimately responsible for minimizing losses and accidents by encouraging and supporting an agency specific safety program. To accomplish this, the Director shall:
   a. Assure that a safety plan is developed by the Department of Corrections and implemented by all divisions.
   b. Appoint a Safety Coordinator to work with Divisions in implementing the safety program.
   c. Assure that safety is an integral part of agency operations, including all agencies, boards, councils, commissions or other instrumentalities of the agency.
   d. Delegate necessary authority to administrative and supervisory personnel to accomplish their safety responsibilities.

2. **Safety Coordinator:** A Safety Coordinator for the Department of Corrections will be appointed by the Director. The Safety Coordinator will work with the Director in implementing the safety program. Each Facility and Program will appoint a Safety Coordinator to work with the Department Safety Coordinator. The Department Safety Coordinator shall:
   a. Work with the Risk Management and Tort Defense Division and State Compensation Insurance Fund to support and encourage a program of safety within the Department of Corrections.
   b. Serves as the chair person for the Department Safety Committee which meets quarterly, on a State-wide basis, to discuss safety issues and to review losses and trends.
   c. Measure and monitor the Department of Corrections safety performance and evaluate trends in accidents, losses, etc. for discussion with State Safety Committee and Facility and Program Management Safety Coordinators.
   d. Disseminate and distribute important safety and loss prevention information and State Safety Committee minutes to agency managers and supervisors.
   e. Participate in, and encourage Department participation in, sponsored safety training programs.

3. **Supervisors and Managers:** Department supervisors and managers are key to the effectiveness of safety programs. They are to be considered site managers, and as such, assume responsibility for managing their respective programs as they relate to facilities, equipment, and personnel under their control. To accomplish this, each supervisor or manager shall:
   a. Develop Asafe operating procedures@ commensurate with the risk and the unique needs of the Facility or Program.
   b. Conduct new employee safety orientation and on-the-job training to include, at a minimum, requirements that each new employee read and sign attachment A to this policy.

c. Ensure that work areas are observed on a regular basis in order to identify unsafe acts or conditions and that performance standards to this effect are developed by Facilities and Programs.

d. Require staff to comply with policies and procedures and all applicable safety and health regulations.

e. Include safety requirements or responsibilities in performance appraisals. Provide training, retraining, or discipline as necessary.

f. Require hazard inspections and act on results for prevention of future accidents.

g. Assure that accident investigations are thorough, and that meaningful preventive action is taken. Implement recommendations, including temporary measures to prevent recurrence while more permanent solutions are being considered.

h. Assure that losses and incidents are reported by employees, offenders and supervisors in accordance with local facility/program requirements.

I. Instill a positive, cooperative safety attitude in the agency.

j. Assist with return-to-work activities (as outlined in DOC 1.3.3)

k. Assure that necessary records are kept and maintained.

4. **Employees and Offenders:** Every employee and offender is responsible to personally maintain a "safe attitude", use common sense, and comply with all state and federal safety and health regulations and Department safety policies and procedures. Employees and offenders must be made aware of their responsibility to:

   a. Participate in the safety orientation process

   b. Participate in on-the-job safety training

   c. Report incidents and accidents immediately

   d. Assist in accident investigations

   e. Assist in return-to-work programs

   f. Use required personal protective equipment

   g. Maintain good housekeeping.

5. **Safety and Disaster Committee**: Each facility and program will establish a Safety and Disaster Committee, comprised of facility/program staff, and designated by the Warden/Superintendent/Program Manager. These committees will be responsible for

developing and monitoring effective safety and disaster policies in accordance with ARM 24.30.2501 and the State of Montana Employee Safety Program.

On behalf of the Department, each Safety and Disaster Committee will strive to ensure that the following issues are addressed in facilities and programs:

a. Demonstrate that safety of Department staff, visitors, and offenders is foremost in our actions and plans and is given our continued attention.
b. To ensure that safe conditions and safe equipment are maintained, and that the workplace meets all applicable safety standards.
c. To ensure accountability and coordination of safety issues by centralizing the monitoring of these activities within the Committee for each facility/program.
d. To identify, evaluate, and seek the correction of problems and deficits that relate to the safety of staff, visitors, and offenders at all Department facilities/programs.
e. To provide a mechanism for communicating and reporting safety concerns among staff and the administration.
f. To provide a mechanism for fulfilling regulatory requirements.
g. To assist in the review of emergency preparedness plans, as appropriate, at each facility/program.
h. To assist in planning and conducting fire, emergency preparedness, and disaster drills as appropriate.

Committee Responsibilities:

a. The Director shall delegate to each Committee the responsibility for monitoring the Loss Prevention and Safety Program. This responsibility includes authorization to solicit staff participation in safety and disaster activities and to request reports from supervisory personnel, and others, in the investigation of accidents, unsafe working conditions, and the establishment of a safe work environment.
b. The Committee shall have the authority to investigate problems and make recommendations to the appropriate parties that they implement plans to remedy problem areas. If follow-up by the Committee indicates that action has not been implemented, and if the problem significantly influences the quality of services, the chair of the Committee shall report directly to the facility/program administrator.

c. Monthly meetings should be held by all Committees. The chair of each Committee will submit the minutes of all Committee meetings to the facility/program administrator. Other reports will be generated by the Committee, as necessary, or as requested.

d. In addition to the above, the Committee will assume the following responsibilities:

1) Conduct monthly reviews of all accidents which have occurred. More frequent reviews will be conducted as necessary.
2) Recommend and/or conduct further intensive accident investigations where appropriate.
3) Establish safety goals and objectives.
4) Identify problems and assign responsibility for investigation and resolution within established time frames.
5) Recommend corrective action, monitor the problems to resolution, and substantiate sustained improvement.
6) Recommend specific training for employees as is indicated by accident reviews.
7) Review each area's monthly inspection report and recommend action as needed.
8) Review annual inspections conducted by the State Fund, State Fire Marshall, Department of Public Health and Human Services, and other regulatory agencies, and make recommendations for action.
9) Review needs for adequate production and personal protective equipment requested by staff and supervisors.
10) Review equipment maintenance inspection logs and fire drill reports required by the appropriate regulating agencies.
11) Assist in the review and revision of emergency preparedness and disaster plans.
12) Participate in the planning and implementation of emergency preparedness and disaster drills.

Membership of the Committee:

1) The membership of the committee shall be composed of employees as defined in ARM 25-30-2542.
2) Additional members may be appointed to the Committee by the chair if the need for their expertise is required on an ongoing basis.
3) The chair may also appoint standing, or ad hoc subcommittees, when deemed appropriate to facilitate Committee work, or may invite additional staff to consult with the Committee on specific issues.

Recommended Agenda for Committee meetings:

1) Roll call.
2) Reading of minutes from the previous meeting.
3) Review of old business.
4) Review of new business.
    a. Discussion of all reported job hazards.
    b. Ongoing accident investigations.
    c. Review of accidents suffered by staff during the preceding month.
    d. Assignment of investigation of accidents during the preceding month.
    e. Review of monthly safety inspection reports.
    f. Review of upcoming training as it pertains to safety issues.
5) Monthly progress report on Loss Prevention and Safety.
6) Discussion of additional safety rules.
7) Review safety goals and objectives.
8) Review requests for assistance in the revision of disaster and emergency preparedness plans and drills.
9) Utilize special training and educational aides such as safety videos, slide programs, or guest speakers to update and further the expertise of the Committee.
10) Provide for Committee member's reports.

Minutes and Reports:

1) Complete and accurate minutes will be prepared and maintained for each meeting conducted.

2) Minutes will reflect the date and duration of meetings, the roll call, and the names of guests.
3) The minutes will show the major decisions and recommendations, status of activities in process and, when appropriate, the implementation status of recommendations. Applicable documentation and substantiating data will be appended for reporting purposes.
4) Information will be communicated on areas or services where problems or opportunities to improve safety involve more than one area of responsibility.
5) Committee documents will be restricted solely to appropriate staff, regulatory agencies, and other individuals as authorized by the facility/program administrator.

V. CLOSING:

Questions concerning this policy shall be directed to the Department's Safety Coordinator.

M E M O R A N D U M

TO: **(ALL NEW EMPLOYEES)**

FROM: **BILL SLAUGHTER, Director**

DATE:

SUBJECT: **LOSS PREVENTION AND SAFETY PROGRAM**

Attached, please find a copy of the Department's policy regarding the Loss Control (Safety) Program, and a copy of the Department's General Safety Rules. Please read and familiarize yourself with the rules and the policy.

The Department recognizes its responsibility to provide a safe and healthy work environment for all employees.

I encourage you to take an active role in participating in the safety program and to assist in the Loss Control (Safety) Program by adhering to safe work procedures.

Any questions or concerns you may have regarding safety can be brought to the attention of your supervisor or a member of the Safety and Disaster Committee.

Thank you for your efforts in maintaining a safe work place.

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MONTANA DEPARTMENT OF CORRECTIONS

GENERAL SAFETY RULES

As a basis for employee responsibilities and participation in the loss prevention and safety program, the general safety rules listed below will apply to all employees. Your cooperation in complying with these rules and all other safety responsibilities will be appreciated and expected.

1. The use or possession of alcohol, drugs or other controlled substance on the job is prohibited.

2. Report all injury accidents to your supervisor immediately. Also report all other accidents and near misses to your supervisor.

3. Promptly report unsafe conditions, procedures and acts to your supervisor.

4. Each employee is responsible for good housekeeping. Keep your work area in a clean, uncluttered state. Do not walk by a situation of poor housekeeping if it can be easily corrected or needs immediate attention, like spills on floors, ice on steps, etc.

5. Obey all warning tags and signs. They are there because hazards or un-safe conditions exist.

6. No employee should take chances on the job which could endanger his or her personal safety or the safety and health of co-workers.

7. If you are unsure of your job procedures, do not take chances. Ask your supervisor for instructions or training.

8. Do not operate machinery or use tools you are not qualified to use.

9. Do not enter hazardous areas you are not authorized to enter.

10. Use all personal protective equipment and devices required and provided.

11. Become familiar with, and conduct your work activities in accordance with, general safety rules and other specific safe operating procedures which are applicable.

12. **Above all, be Alert and Responsible. Your safety and health depends on it.**