

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 315.04

EFFECTIVE DATE: 01 June 2022

SUBJECT: SAFETY PROGRAM

POLICY DIRECTIVE

PURPOSE:

To maintain an effective safety program designed to keep the Division of Corrections and Rehabilitation a safe and healthful workplace for all of its employees, offenders and visitors as well as to eliminate damage and loss to the agency's assets, property, structures and equipment.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DOC Policy Directive 315.04, dated 01 April 2011; DOC Policy Directive 500.03, dated 01 July 2013; RJA Policy 1020, dated 16 September 2010; RJA Policy 8001, dated 16 August 2005; and DJS Policy 113.00, dated 01 July 2015.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. All Division of Corrections and Rehabilitation (DCR) employees shall strictly adhere to all safety rules and regulations, promote and follow safe work practices, report unsafe behaviors and conditions, and attend and participate in safety training as directed.
- II. The Director of Safety is the agency's primary contact in all safety and environmental concerns. Duties shall include, but not be limited to:
 - A. Develop, manage and review all DCR safety and environmental policies and monitor compliance with said policies.
 - B. With the assistance from all employees, identify the types of workplace health and safety initiatives which are appropriate to meet the agency's needs in all workplaces.
 - C. Work with agency leadership, safety committees, and all regulatory bodies to address areas needing improvement.
 - D. Maintain appropriate safety and environmental records in a centralized manner to support the safety program.
 - E. Review and communicate to Executive Leadership as needed the status of the safety program.
 - F. Work with the Bureau of Training and Staff Development (BTSD) in developing and conducting safety training for DCR employees.
- III. The Director of Safety shall create a DCR Safety Committee consisting of an adequate number of members to represent the various facilities and work units throughout the DCR. The Safety Committee shall only operate in an advisory capacity to make recommendations for policy changes and implementations to DCR leadership and will not, in any way, act as a final authority in making policy.
 - A. The Director of Safety shall chair the Committee which will meet at regular intervals.
 - B. A secretary/recorder will be appointed by the Chair to record and maintain notes and records of all committee meetings.
 - C. The Committee will promote safety throughout the DCR, and Committee members will be available to DCR employees as a conduit for employees to express their concerns and ideas concerning workplace safety issues.
- IV. Each facility, and work unit as appropriate, will have a designated Safety Officer. This employee will be designated by the Superintendent, or work unit supervisor or director as appropriate, to ensure the efficient and effective running of the Safety Program and may be an ancillary duty assigned to an employee. The position may receive on-the-job training

and instruction by senior safety personnel. The Safety Officer's responsibilities include, but not be limited to, the following:

- A. Conduct basic weekly, monthly, quarterly and annual safety inspections at their respective locations.
 - B. Enforce all federal, state and local safety and environmental rules and regulations.
 - C. Promote workplace safety, recognize safety hazards and recommend abatements.
 - D. Complete and maintain records and reports pertaining to safety (e.g., information on accidents, injuries, damages, etc.).
 - E. Aid in safety training.
 - F. Act as a source for employees to obtain safety information and to express their safety concerns.
- V. DCR facilities, and work units as appropriate, are regularly inspected and/or audited by state or local safety officials, regulatory agencies and DCR representatives for unsafe conditions and hazards with reports and records maintained at the local level with copies forwarded to the Director of Safety.
- A. If any safety infraction is discovered during the inspections or audits, the Superintendent, or work unit supervisor or director as appropriate, will submit a report to the Director of Safety either stating the infraction has been corrected, a plan to correct the deficiency with a follow up report when it is corrected, or an explanation as to why it cannot be corrected listing safe alternatives.
 - B. In the event **imminent danger** (an activity or condition that would cause severe bodily injury, death, or severe property damage) is determined to exist, the area, activity or process shall be shut down and persons in the area will be notified so they can take proper protective action and retreat to a safe area. The imminent danger hazard will be immediately reported to the Shift Commander or higher authority who will ensure the area, activity or process remains shut down until corrective measures are taken.
- VI. Occupational accidents, injuries, and property damage will be investigated by the Safety Officer or higher authority as appropriate.
- A. The person conducting the investigation will complete the investigation by gathering evidence and finding the cause of the accident, injury, and/or property damage.
 - B. Once the investigation is complete, the person conducting the investigation will complete a report concerning his/her findings along with suggestions of how to keep the accident, injury, and/or property damage from reoccurring and submit it to the Superintendent, or work unit supervisor or director as appropriate, with copies forwarded to the Director of Safety.

- VII. If a DCR employee notices or becomes aware of a safety issue, unsafe act or behavior, or an unsafe condition, the employee is to report his/her findings to his/her supervisor or the supervisor in charge of the affected area as soon as possible.
- A. Depending on the seriousness of the said safety hazard, the involved supervisor will be given ample time to investigate and determine if a hazard actually exists; and, if it does, arrange ample time to make corrections.
 - B. The involved supervisor will work with the Safety Officer to complete a report of the events that took place and any recommendations to prevent or correct future accidents. The report will be provided to the Superintendent, or work unit supervisor or director as appropriate, and a copy maintained by the Safety Officer.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner


Date