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REVIEW/REVISION HISTORY:

Effective: 4/3/06
 Revised: 4/30/07
 Revised: 2/13/09
 Revised: 9/1/10
 Revised: 9/26/11
 Revised: 1/1/13
 Revised: 6/1/15

SUMMARY OF REVISION/REVIEW:

Added IV.A.1. to clarify reporting requirement for Class IV offender worker accidents/injuries resulting in death, possible death, or inpatient hospitalization
 IV.B.1. - Removed unnecessary language
 Added IV.B.1.b. that scanned copies of offender Accident/Injury Reports will be attached to the electronic report submitted by the supervisor/instructor
 IV.C. - Added reporting and notification duties for Safety Officers
 V.A.2. & 3.b., VI.A. & I., VII.B & C.2.a., and IX.B.1. - Added clarifying language
 Added VI.F. on training requirement for Safety Committee members
 Added VI.G. & H. on safety meeting minutes, including new form usage
 IX.A. & B. - Adjusted training record requirements throughout, including new form usage
 IX.B.1.a. - Added slip, trip, and fall content to safety orientation


APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

4/27/15

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 296-24](#); [WAC 296-800](#); [ACA 4-4212](#); [ACA 4-4420](#); [ACA 4-4455](#); [ACA 1A-02](#); [ACA 1A-03](#); [ACA 1C-10](#); [DOC 890.380 Fire Prevention Plan](#); [Records Retention Schedule](#); [Safety Program Manual](#); [Facility Contract Safety Plans Development Guide](#)

POLICY:

- I. The Department has a safety program to provide a safe environment for employees, contract staff, volunteers, offenders, and visitors, and to comply with Washington Industrial Safety and Health Act (WISHA) rules. [4-4420] [4-4455] [1A-02]
- II. This policy, in conjunction with the Safety Program Manual, constitutes the Department's Safety and Accident Prevention Program.
- III. Department facilities and offices, Community Justice Centers, and Correctional Industries (CI) sites will conduct and monitor safety and sanitation inspections to provide a safe and sanitary environment.

DIRECTIVE:

- I. Responsibilities
 - A. The Risk Management Director and Regional Safety Managers will oversee implementation of the Safety Program.
 1. The assigned Safety Officer will assist facilities, offices, and CI operations in implementing the Safety Program.
 - B. Administrators/Managers will ensure implementation of the Safety Program in the region offices, Community Justice Centers, CI Headquarters, and Department Headquarters.
 - C. Superintendents, Community Corrections Supervisors (CCSs), and CI Managers will implement the Safety Program within their assigned area of responsibility consistent with this policy, the Safety Program Manual, and applicable WISHA rules.
 - D. Each CI Site Manager will develop and implement an ongoing safety program appropriate to the environment and needs of the specific operation type.
 - E. Employees, contract staff, volunteers, and offender workers are essential and active participants in the Safety Program and will be responsible for complying

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with all safety and health standards applicable to their own activities in the worksite.

II. Safety Program Manual


- A. Each Department facility, office, Community Justice Center, and CI worksite will maintain a current and accessible Safety Program Manual.

III. Safety Program Audits

- A. The Department's Risk Management/Safety Office will ensure safety program audits and inspections are conducted.
 - 1. Biennial Safety Program audits will be conducted in each Prison, Work Release, and CI worksite.
 - 2. An annual Safety Program audit/inspection will be conducted at each Field Office by local site employees.
- B. The Appointing Authorities will be responsible for corrective action plans resulting from Safety Program audits/inspections. Plans will be tracked and reported by the assigned Safety Officer/Representative until completion.

IV. Reporting Work-Related Inpatient Hospitalizations, Deaths, Accidents, Near Misses, Injuries, Illnesses, and Exposures

- A. Superintendents, Field Administrators, CCSs, and the CI Director will establish a process to ensure the Department of Labor and Industries (L&I) is notified at 1-800-4BE-SAFE (423-7233) within 8 hours after an employee or Class II offender worker accident/injury resulting in death, possible death, or inpatient hospitalization.
 - 1. For Class IV offender worker accidents/injuries resulting in death, possible death, or inpatient hospitalization, the appropriate employer will be responsible for the notification.
- B. Employees, volunteers, contract staff, and offenders will report all injuries and accidents, no matter how slight, including those with no apparent injuries, to the appropriate supervisor immediately, but no later than 24 hours after the incident.
 - 1. Injuries and occupational/work-related illnesses, exposures, and near misses of Department employees, volunteers, contract staff, and offender workers will be documented using the electronic DOC 03-133 Accident/Injury Report.

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- a. The supervisor or training instructor (i.e., if the injury occurred during training) at the site of the incident will conduct a thorough review and document any findings on the electronic DOC 03-133 Accident/Injury Report.
- b. Each original, signed offender hard copy Accident/Injury Report will be scanned and attached to the electronic DOC 03-133 Accident/Injury Report when entered.

C. [4-4420] The Safety Officer will:

1. Review and investigate the reports, identify causes, recommend preventive measures, and assist with trend analysis upon the Appointing Authority's request.
2. Coordinate a quarterly review of accidents and claims with Human Resources to identify causal factors and prevention strategies.
3. Produce a quarterly report for the Appointing Authority on corrective actions taken on hazards reported through work orders, inspections, and submitted DOC 03-151 Hazard Reports.
4. Maintain records of completed Safety Audit corrective action plans on the Safety/Risk Management SharePoint site.
5. Notify the reporting employee/contract staff of the resolution of corrective action taken in response to the reported hazard.

V. Hazard Reporting and Prevention


- A. Employees, contract staff, volunteers, and offender workers will identify and immediately report all known and potential workplace hazards to their immediate supervisors.
 1. Hazards should be resolved and corrected immediately at the lowest level.
 2. When a hazard cannot be immediately corrected, the hazard will be isolated, and the employee/contract staff/volunteer or supervisor will submit a work order to address repairs and maintenance issues.
 3. If the hazard is more complex or is not being effectively addressed, or if increased awareness of the hazard could improve workplace safety, the employee/contract staff/volunteer or supervisor will report the hazard as follows:

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- a. Department of Natural Resources (DNR) Class IV offender workers will report hazards directly to DNR.
- b. Employees, contract staff, volunteers, and all other offender workers will use DOC 03-151 Hazard Report.
 - 1) Hazard report forms, or written instruction on how to obtain one, will be available on each safety bulletin board.

VI. Safety Committee

- A. Each Prison will have a Safety Committee consistent with WISHA requirements and WAC 296-800-13020.
 1. Membership for facility Safety Committees in Prisons with a Class II industry will include a CI Class II Supervisor or Manager.
- B. Each CI Class II Manager will establish and conduct a safety meeting system that is consistent with WISHA rules and/or the approved L&I Permanent Variance.
- C. Each Work Release will have a Safety Committee and/or safety meetings consistent with WISHA requirements. Each Work Release will participate in the Regional Safety Committee with representation.
- D. Each Field Office will participate in the Regional Safety Committee with representation.
- E. All other Department offices of 11 or more employees, including Department Headquarters, will have a Safety Committee consistent with WISHA requirements and WAC 296-800-13020.
- F. All Safety Committee members will receive Inspector Qualification Training.
- G. CI safety meeting minutes will be recorded on DOC 03-473 Correctional Industries Safety Meeting Minutes.
- H. Meeting minutes for all other Safety Committees will be recorded on DOC 03-085 Monthly/Quarterly Safety Committee Minutes.
- I. If the Safety Committee does not have the authority to implement its recommended change, the Safety Committee Chair will bring the decision to the Appointing Authority for final determination.


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VII. Safety and Sanitation Inspections

- A. Safety and sanitation inspections of all Department facilities, offices, and CI sites will be conducted by qualified inspectors per the Safety Program Manual for compliance with safety and fire prevention standards. [4-4212] [4-4455] [1C-10]
- B. The applicable Safety Committee will review identified deficiencies and corrective actions and track until completed. These reviews will be documented in the meeting minutes. [1A-02] [1A-03]
 1. Area supervisors will be informed of any deficiencies noted during the inspections to ensure they are corrected.
- C. Inspections will be documented on the appropriate monthly and quarterly inspection checklist forms. The checklist may be expanded to include site specific expectations.
 1. Monthly Inspections for Prisons and Work Releases
 - a. In Prisons, Safety Officers and/or Safety Committee Representatives will conduct and document monthly inspections using DOC 16-347 Monthly Safety Sanitation Inspection [4-4212] [4-4455]
 - b. In Work Releases, the CCS will ensure local site employees/ contract staff conduct and document monthly inspections using DOC 16-347 Monthly Safety Sanitation Inspection.
 2. Quarterly Inspections for Field Offices
 - a. Safety Committee Representatives from Field Offices will conduct and document inspections using DOC 16-348 Quarterly Safety Sanitation Inspection.
- D. Records of annual inspections of Prisons and Work Releases by the Department of Health will be maintained onsite. [4-4455] [1A-02]
- E. Annual fire inspections will be completed per DOC 890.380 Fire Prevention Plan.

VIII. Safety Bulletin Boards

- A. An active safety bulletin board will be maintained at each Department worksite, consistent with the requirements identified in the Safety Program Manual.

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IX. Training

A. Safety Training

1. New Employee Safety training will be provided to each employee consistent with established training curriculum and as identified in the Safety Training matrix in the Safety Program Manual.
2. Supervisors will ensure employees, contract staff, volunteers, offender workers, and CI offender workers are provided additional job specific training on machinery, industrial equipment, and special use vehicles to ensure safe operation and compliance with specific policy and WISHA requirements.
 - a. On-the-job worker safety training will be documented on DOC 10-116 Job Specialty Training Record and/or DOC 10-122 Tool/Equipment/Process Specialty Training Outline.
3. All employee training shall include a roster completed and submitted to the Facility Performance Coordinator and/or the Training and Development Unit.

B. Safety Orientation

1. Each facility supervisor, Field Office CCS, and/or Safety Representative will provide an initial site specific orientation to each employee, volunteer, contract staff, and offender worker new to the work area.
 - a. The orientation will include information on local emergency procedures, first aid, chemical HAZCOM, slip, trip, and fall, and other relevant site safety information consistent with the site specific orientation syllabus.
 - b. Employee, contract staff, and volunteer orientation will be documented using DOC 03-474 Safety Orientation Site Specific. Offender worker orientation will be documented using DOC 10-118 Shop Rules and Requirements.
2. Each CI Site Manager will provide safety orientation training and shall document on DOC 10-117 Safety Orientation Worksheet. The training will include reviewing and completing:
 - a. DOC 10-118 Shop Rules and Requirements, and
 - b. DOC 03-257 Offender Worker Standard Precautions Statement.

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X. Facility Contract Safety Plans

A. The Plant Manager and/or designated construction project managers will develop and maintain a Facility Contract Safety Plan for each Capital facility contract project that uses offender labor.

1. The plan will include:

- a. Completing a project checklist(s).
- b. Providing and documenting worker training consistent with the Facility Contract Safety Plan notebook checklist(s).
- c. Completing and documenting weekly site inspections.
- d. Completing and documenting weekly safety meetings.

2. After completion of the project, the original Facility Contract Safety Plan will be forwarded to Capital Programs, which will be retained in the contract file per the Records Retention Schedule.

- a. The Plant Manager will maintain a copy of the Facility Contract Safety Plan documents for 3 years after completion of the project.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

- [DOC 03-085 Monthly/Quarterly Safety Committee Minutes](#)
- [DOC 03-133 Accident/Injury Report](#)
- [DOC 03-151 Hazard Report](#)
- [DOC 03-257 Offender Worker Standard Precautions Statement](#)
- [DOC 03-473 Correctional Industries Safety Meeting Minutes](#)
- [DOC 03-474 Safety Orientation Site Specific](#)
- [DOC 10-116 Job Specialty Training Record](#)
- [DOC 10-117 Safety Orientation Worksheet](#)
- [DOC 10-118 Shop Rules and Requirements](#)
- [DOC 10-122 Tool/Equipment/Process Specialty Training Outline](#)
- [DOC 16-347 Monthly Safety Sanitation Inspection](#)
- [DOC 16-348 Quarterly Safety Sanitation Inspection](#)