	DEPARTMENT OF PUBLIC SAFETY DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: JUN 24 2008	POLICY NO.: ADM.07.02
		SUPERSEDES (Policy No. & Date): ADM.07.02 of 11/3/94	
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1.0 PURPOSE

To establish responsibilities and procedural guidelines for a coordinated occupational safety and accident prevention program throughout the Department.

2.0 REFERENCES

- a. Hawaii Revised Statutes (HRS), §396, Hawaii Occupational Safety and Health
- b. Hawaii Occupational Safety and Health Standards, Manual of Rules and Regulations
- c. Applicable Collective Bargaining Agreements
- d. American Correctional Association (ACA), Section 3-4401, Standards for Adult Correctional Institutions, 3rd edition

3.0 POLICY

To ensure uniform compliance throughout the Department with the provisions of State occupational safety and health codes, a coordinated program shall be established which clearly outlines employee responsibilities with respect to safety and health inspections, the reporting of problems, the conducting of investigations, and compliance with recommended corrective action.

4.0 RESPONSIBILITIES

.1 Director

- a. Ensures employees are furnished a place of employment free from recognized hazards that could cause physical harm or death.
- b. Ensures full compliance with Occupational Safety and Health rules, regulations, and standards.
- c. Ensures that supervisors disseminate and implement Departmental Safety Standards and Procedures within their work site.

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.3 Division, Branch, Wardens, and Staff Office Administrators

- a. Assists the Director in carrying out the responsibilities prescribed in this directive.
- b. Ensure the contents of this directive are fully implemented and complied with by subordinates.
- c. Establish an employee safety committee in each workplace in accordance with existing rules and regulations, and the collective bargaining agreement. The safety committee will meet once a month to review existing practices and make recommendations concerning occupational safety and health in their work place. Minutes of the meeting will be taken and a copy furnished to the Personnel Officer by the 25th of each month.
- d. Ensure that funds are available for the operation and maintenance of the Safety and Accident Prevention Program.
- e. Ensure all safety and accident prevention recommendations made by the Audit and Compliance Staff and approved by the Director or his designee are promptly complied with.

.4 Supervisors

- a. Ensure all planned operations and activities include safety and health considerations and are executed in a manner to prevent accidents, injuries, death, illness, and property damages.
- b. Ensure all employees under their immediate control are available for scheduled safety and health orientation, as well as ongoing on-the-job safety training.
- c. Ensure employees are training in the hazards inherent to their job, safety operating procedures, health hazards and required safety precautions, the contents of this directive, and other matters as required to prevent accidents.
- d. Ensure all tools, materials, equipment and substances purchased for their section, job or activity are safe for use and meet required safety standards.

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- e. Make periodic walk-through inspections of work sites to observe practices, procedures, equipment, materials, and substances to ensure accident potentials are detected and corrected.
- f. Promptly inform management, through proper channels, of any problems affecting the safety and health of personnel, and equipment that a supervisor cannot correct.
- g. Ensure that necessary safety instructions are posted to report unsafe physical and mechanical conditions or accident/health potential where engineering revision or other actions cannot correct these conditions.
- h. Enforce all safety rules, regulations, and standards.
- i. Take expeditious action to correct hazards and accident potentials identified by employees, other personnel, or the audit and compliance staff.
- j. Expeditiously investigate all accidents involving personnel or equipment under their supervision and take or recommend action to correct the cause.
- k. Provide appropriate items of protective clothes and equipment to personnel performing inherently hazardous jobs or operations and ensure that they are worn or used when performing their jobs or operations.
- l. Set a proper example in safety and health matters.
- m. Ensure injured personnel receive prompt medical attention.
- n. Ensure all hazardous substances and conditions (chemicals, radiation, noise, and biological) are monitored, measured, disposed, and/or made safe in accordance with established standards.

.5 Employees

- a. Comply with this directive and Occupational Safety and Health standards, rules, and regulations applicable to their jobs, operations and activities.
- b. Perform all operations and activities in a manner that will not result in accidents to themselves or other employees.

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- c. Refrain from performing any operations, activity or job, or using any equipment, hazardous materials or substance, unless having received proper user procedures or instructions.
- d. Report all accidents including occupational illness or disease caused by exposures to hazardous substances to their supervisor.
- e. Report unsafe practices, conditions, and other accident potentials to their immediate supervisor for correction.
- f. Suggest possible ways to prevent accidents to their supervisors.

.6 Contract Provisions

- a. Contracts shall include provisions for compliance with appropriate State Occupational Safety and Health standards, rules and regulations, and Department safety requirements for contractors performing services while on departmental premises.

.7 Visitor Requirements

- a. Visitors, state and local government employees, and other individuals shall be advised to comply with appropriate State Safety and Health standards and Department safety standards, rules, and regulations while on departmental premises. Access to premises may be denied for non-compliance.

5.0 PROCEDURES

- a. Administrators, managers, and all other supervisory personnel shall ensure that employees have been familiarized with and follow the Occupational Safety and Health Regulations.
- b. Administrators, managers, and all other supervisory personnel shall ensure that work sites are maintained at or above Occupational Safety and Health Standards.
- c. Administrators, managers, and all other supervisory personnel shall ensure that all occupational injuries and illness occurring to employees on work status are properly reported and recorded in accordance with Chapter 52, Occupational Safety and Health Standards.

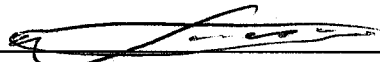
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- d. Departmental employees shall comply with rules and regulations concerning occupational safety healthy which are applicable to their own actions and conduct as well as the applicable provisions of collective bargaining agreements.

6.0 SCOPE

This policy applies to all employees within the Department.

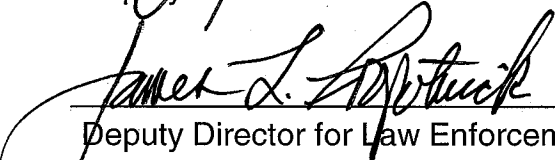
APPROVAL RECOMMENDED:


Deputy Director for Administration

6/6/08
Date

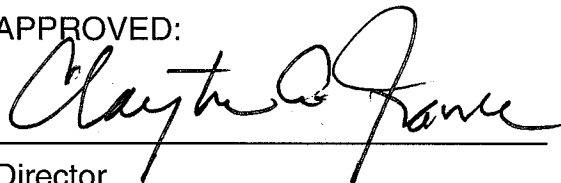

Deputy Director for Corrections

6/18/08
Date


Deputy Director for Law Enforcement

6-19-08
Date

APPROVED:


Director

6/24/08
Date