

### **DEPARTMENT OF PUBLIC SAFETY**

DEPARTMENT ADMINISTRATION

**POLICY AND PROCEDURES** 

JUN 2 4 2008

POLICY NO.: ADM.07.02

SUPERSEDES (Policy No. & Date): ADM.07.02 of 11/3/94

SUBJECT:

**EMPLOYEE SAFETY AND ACCIDENT PREVENTION** 

Page 1 of 6

### 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, 3<sup>rd</sup> 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 <u>Director</u>

- 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.

	SUBJECT:	POLICY NO.: ADM.07.02
PSD		EFFECTIVE DATE: JUN 2 4 2008
P & PM	EMPLOYEE SAFETY AND ACCIDENT PREVENTION	Page 2 of 6

d. Ensures appropriate action is taken, by means of training or disciplinary action, when personnel violate the Occupational Safety and Health rules, regulations, and standards.

### .2 Personnel Management Office

- a. Develops, establishes, and implements a Safety and Accident Prevention Program that will provide employees a safe and healthy work environment.
- b. Coordinates all program elements within the Department to ensure effective implementation of the program and with appropriate union officials to ensure a joint effort in the prevention of accidents.
- c. Assists management, supervisors, and other in accident prevention matters.
- d. Coordinates with the Audit and Compliance Staff of the Inspections and Investigations Office, joint inspections of operations, facilities, activities, procedures, equipment, and material on a periodic basis to ensure compliance with appropriate State, Federal, and Department safety and health rules. Inspections shall include the Hazard Communication Program to insure that all harmful substances or conditions and other related elements are evaluated, monitored or measured in accordance with the Standards and kept under control to prevent occupational injury and disease. These substances or conditions include chemicals (solvents, pesticides, cleaning compounds, gasoline, paint thinners, cutting oils, lubricants); noise; and biological hazards (bacteria, fumes, gases, mist smoke particles, etc.).
- e. In conjunction with the supervisors, administrators, and safety committees, and as required by collective bargaining agreements, develops, and implements a system for investigating on-the-job injuries.
- f. Keeps management informed of problem areas and required actions, progress or a lack of action, accidents, their causes, consequences and cost, plans for improvement, and other information as appropriate.
- g. In conjunction with the individual administrators, prescribes safety and health standards, rules and regulations for all operations, activities, equipment, and material unique to their facilities.
- h. Performs other duties as specified by the Director to ensure the Employee Safety and Accident Prevention Program is operating effectively and achieving its objective of preventing accidents, injuries, and illness.

	SUBJECT:	POLICY NO.:
		ADM.07.02
PSD		EFFECTIVE DATE: JUN 2 4 2008
P & PM	EMPLOYEE SAFETY AND ACCIDENT PREVENTION	Page 3 of 6

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

- 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 25<sup>th</sup> 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

- 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.

·	SUBJECT:	POLICY NO.: ADM.07.02
PSD		FFECTIVE DATE: JUN 2 4 2008
P&PM	EMPLOYEE SAFETY AND ACCIDENT PREVENTION	Page 4 of 6

- 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.
- 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.
- I. 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.

f	SUBJECT:	POLICY NO.: ADM.07.02
PSD		EFFECTIVE DATE:
P&PM	EMPLOYEE SAFETY AND ACCIDENT PREVENTION	JUN 2 4 2008
	EMPLOTEE SAFETT AND ACCIDENT PREVENTION	Page 5 of 6

- 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 <u>Visitor Requirements</u>

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 noncompliance.

## 5.0 PROCEDURES

- Administrators, managers, and all other supervisory personnel shall ensure that employees have been familiarized with and follow the Occupational Safety and Health Regulations.
- 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.

	SUBJECT:		POLICY NO.: ADM.07.02
PSD			EFFECTIVE DATE:
P & PM	EMPLOYEE SAFETY AND A	ACCIDENT PREVENTION	Page 6 of 6
	Departmental employees shall co occupational safety healthy which conduct as well as the applicable agreements.	are applicable to their own ac	tions and
6.0 <u>SCC</u>	<u>DPE</u>		
This	policy applies to all employees v	within the Department.	
APPROVA	L RECOMMENDED:		
		6/6/08	
Deputy Dir	ector for Administration	Date	_
	II.	6/18/08	
Deputy Div	ector for Corrections	Date	<b></b>
Jan of	L DNo thered	6-19-00	
Deputy Dir	ector for Law Enforcement	Date	<del>_</del> .
APPROVE	D:  The fance	6/24/08	

Date