

POLICY AND PROCEDURES

NUMBER: 707

SUBJECT: Employee Safety

ACA STANDARDS: 3-ALDF-13

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 12/30/96

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I. POLICY

The St. Louis County Department of Justice Services shall establish general rules governing employee safety in order to prevent injury, sickness or death resulting from accidents on the job and to strengthen safety awareness on the job.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services ' staff are responsible for the following procedures.

III. PROCEDURES

A. Mission Statement

The St. Louis County Department of Justice Services is firmly committed to the safety of our staff, inmates and the people we serve. Safety is a fundamental responsibility of every employee in the Department. All of our actions and all of our facilities must be safe. No job should be considered complete unless the employee has followed every precaution necessary to prevent accident or injury. No task is so important, and no service is so urgent, that we cannot take the time to do it safely.

B. General Information

1. It is impossible to outline all of the safety rules and regulations that might be applicable to every conceivable work situation. However,

most procedures pertaining to every day operations will be covered in this policy.

2. On occasion, additional safety instructions may be issued by supervisors and/or management. Staff will be responsible for obeying these directions, whether they are verbal or written.
3. It will be the responsibility of each employee to use maximum initiative by working safely and to know and observe the safety rules and work practices.

C. General Safety Rules and Procedures

1. Good housekeeping is essential to safe operations in the facility. Spills and wet floors are major causes of injuries in the work place. Place Wet Floor signs to identify these hazards and do not remove the signs until the hazard has been eliminated.
2. Traffic areas will be kept clear of trash and other debris.
3. Staff will be familiar with the location of all emergency equipment in the facility and will be trained in proper operating procedures for that equipment.
4. Power cords and telephone cords will not be run in hallways or walkways where they will present a tripping hazard.
5. Staff will not use appliances, tools or machinery with frayed electrical cords. These items will be removed from service until they can be repaired or replaced.
6. Paints and other flammable liquids will be stored in the Warehouse in a fire-proof cabinet. Flammable cleaning fluids used in the Armory will be stored in a fireproof container in the Armory.
7. When storing and stacking items, heavier items will be stacked on the bottom of the pile.
8. Loose items will not be piled on high shelves, bookcases or cabinets where they may be subject to falling. Staff will ensure that these items are stacked and properly secured.
9. Staff will not engage in horseplay while on the job. Horseplay is one of the leading causes of serious injury on the job.

- 10.** When sitting in a chair, staff will sit on the seat of the chair. Staff will not sit on the arms or the back of the chair and will keep the chair legs on the floor at all times. Falls caused by tipping a chair over may cause serious head, neck and back injuries.
- 11.** Staff will use the appropriate safety approved ladder for climbing. Chairs, tables, file cabinets, desks and/or boxes will never be used as a ladder.
- 12.** When using the stairs, staff will take one step at a time and will use the handrail for support. If responding to an emergency situation, staff will not take unnecessary chances when using the stairs. Becoming an injury victim will only complicate the original emergency situation.
- 13.** Staff will not run in the facility unless responding to an emergency situation. Responding staff must be extremely alert to avoid causing injury to themselves or other staff members.
- 14.** When walking always look where you are going. Avoid reading and other distractions and be especially alert when approaching blind corners or closed doors which might suddenly open into the walkway.
- 15.** Doorways and emergency exits will remain free from obstructions.
- 16.** Staff will be aware of safety hazards associated with the use of hot objects such as space heaters, coffee pots, stove tops, microwaves, etc.
- 17.** Cleaning supplies will be stored in the appropriate containers immediately after using them.
- 18.** File and desk drawers will remain closed when not in use. When using a multi-drawer file cabinet, do not open more than one (1) drawer at a time, to ensure that the cabinet does not tip forward.
- 19.** Custody staff should carry a working flashlight (preferably a Mini-Mag Lite) with them at all times.
- 20.** All unsafe conditions, including defective equipment, worn electrical cords, loose or worn carpeting, etc., will be reported immediately to the appropriate supervisor.

21. When dealing with a hostile inmate ensure the Use of Force Policy #823 is followed.

D. Office Staff Safety

1. Accidents in the office present a major cause of lost-time injuries in the workplace and office staff will take special precautions to prevent these accidents.
2. Electrical cords should not be run across open areas where they could become a tripping hazard. If an electrical cord must be run across a walkway or aisle, a rubber channel designed to enclose the cord will be used.
3. When using a chair with rolling casters, employees will seat themselves carefully, ensuring that they have a grip of the chair before they sit.
4. When using a paper cutter, employees will ensure that their fingers are clear of the cutting edge. Paper cutter blades will be lowered and secured when not in use.
5. When using or loading a stapler, employees will ensure that their fingers are clear of the ejection slots before using it.

E. Lifting and Carrying

1. When lifting objects manually, staff will observe the following safe work principles:
 - a. Be sure that the items(s) being lifted is not too heavy and that the pathway is clear of obstructions.
 - b. Get a good solid footing before attempting the lift.
 - c. When lifting objects lower than the waist, bend the knees and crouch down to grasp the object. Place the feet about shoulder width apart and lift with the legs.
 - d. Always lift and carry the load close to the body to reduce the strain on the back, neck and shoulders. Do not over extend when lifting an object or setting it down.

2. If a load is too heavy or too bulky to handle without placing unnecessary stress on the body, request assistance from other staff.
3. Staff will ensure that their view is not obstructed when carrying a large object.
4. When lifting and/or changing direction while carrying an object, do not twist the body. Face the object squarely at all times and keep the weight in front.

F. Material Handling and Storage

1. Whenever practical, hand trucks, pallets jacks or carts will be used to lift and move heavy or awkward items.
2. Materials will only be placed and stored in authorized areas away from exits, aisles, electrical panels and cutoff valves.
3. Keep stacks of material low.
4. There will be a minimum of eighteen (18) inch clearance between the top of the stack and any overhead light, sprinkler and cutoff valves.
5. All stacked material will be inspected for broken strapping, sharp edges, protruding points, sharp objects, weakness or other factors that may cause injuries. Repair or report all defects immediately.
6. Material will not be thrown from elevated places to the floor, ground or to another employee.

G. Safety Equipment

1. North Emergency Escape Breathing apparatus will be available for specific emergency situations. Only staff that are properly trained will use this equipment.
2. Latex gloves, search gloves and safety glasses will be available and will be used by staff when searching in the facility or during emergencies when body fluids may be present.
3. Boots and rubber gloves are available in the kitchen area for use in wet areas and for use during maintenance.

H. Accident Review Board

1. The St. Louis County Department of Justice Services Accident Review member will be appointed by the Director.
2. The Accident Review member will review all accident and injury reports submitted by staff, as needed. However, in the event of a death or serious injury, the member will review the reports immediately, at the request of the Department Director.
3. The Accident Review member will interview the injured party, witnesses and any other staff necessary to determine the circumstances leading up to the accident.
4. The Accident Review member may also investigate the scene of the accident, if necessary, to determine the cause of the accident.
5. The Accident Review member will submit all findings to the Director, including recommendations for possible discipline and any recommendations for changes to avert a similar accident in the future.

I. Counseling Hierarchy

1. If an employee is involved in multiple accidents during his/her career with the Department, he/she will receive special counseling regarding the importance of safety in the workplace.
 - a. An employee with two (2) accidents will complete a counseling session with his/her Division Superintendent. The counseling session will focus on overall safety considerations and not on the specifics of the accidents.
 - b. If an employee is involved in a third accident, he/she will complete a counseling session with the Director of the Department.
 - c. Any further accidents will result in a counseling session with the Director of the Department.
2. These counseling sessions are not intended to be viewed as a disciplinary measure but will be used only as a tool to reinforce the importance of safety in the workplace.

J. Disciplinary Measures

1. In order to ensure that the safety regulations are followed, staff who violate an established safety regulation will be subject to disciplinary action, regardless of whether an accident or injury occurs.
2. The disciplinary action will not be used to punish staff for being injured but will be used only if a violation of a safety regulation has occurred.
3. Supervisors and Administration will adhere to the philosophy of progressive discipline and staff may be subject to the following measures:
 - a. The Employee Counseling Form
 - b. Letter of Caution
 - c. Letter of Reprimand
 - d. Suspension
 - e. Termination.

K. Training and Recognition

1. The Department will provide safety training during the pre-service Academy training, during the annual-in-service Academy training, and in the daily shift briefings.