

### I. PREFACE

These rules and requirements have been developed in order to:

1. Safely employ incarcerated individuals,
2. Duplicate, as closely as possible, the private sector environment,
3. And, in the case of Correctional Industries (CI), produce a quality product, on time, and at a reasonable cost.

### II. WORKER SAFETY RESPONSIBILITIES

As a worker, you are required to adhere to the following worksite safety rules for the protection of yourself, other workers, and equipment:

1. Observe all Department of Corrections (DOC) and Department Safety and Health rules and apply the principles of accident prevention in your day to day duties.
2. Report any job related injury or illness to your supervisor or correctional staff immediately and fill out DOC 03-133 Accident/Injury Report within 24 hours. This form is available at the worksite. Ask your supervisor if you need assistance.
3. Report any property or equipment damage to your supervisor.
4. Report hazardous conditions (e.g., unsafe equipment, faulty machine guards, floor, materials, etc.) and unsafe acts to your supervisor or site Safety Committee Representative immediately upon becoming aware of them.
5. Observe all hazard warning signs, "no smoking" signs, container labels, and Safety Data Sheets (SDSs) hazard warnings, as well as Personal Protective Equipment (PPE) recommendations.
6. Keep aisles, walkways, and working areas clear of slipping and tripping hazards.
7. Immediately mark wet surfaces with warning signs and clean up spills or standing liquids.
8. Know the location of all fire/safety exits at your worksite and the evacuation procedures to follow in case of fire, hazardous chemical spills, and like situations. REFER TO POSTED FIRE EXIT MAPS.
9. Keep all emergency equipment (e.g., fire extinguishers, fire and smoke alarms, fire hoses), exit doors, exit routes, and stairways clear of obstacles.
10. Do not report to work under the influence of alcohol or drugs, nor consume them on the worksite.
  - a. Workers under the influence of any substance which is not prescribed by the appropriate medical authority, or which impairs their ability to work, will not be permitted on the worksite.
  - b. Notify your supervisor, before beginning your shift, if you are under a physician's care and are taking prescribed medication that could affect the safe performance of your job.
11. Operate only the equipment you have been properly trained and authorized to use. Observe safe operating procedures for all equipment you use.
12. Remember to walk, do not run. Stay on designated pathways; take no shortcuts or detours.
13. Follow proper lifting procedures and request assistance from a co-worker if any object or container is too heavy to safely handle. Notify your supervisor if you have a medical restriction or you are aware of any problem(s) that may affect your ability to lift.
14. Operate the forklift only after you have Forklift Training and never allow anyone to ride on the forklift as a passenger.

15. Be alert to ensure that all guards and similar protective devices are properly placed prior to operating any equipment or devices.
16. Do not wear any frayed, torn, or loose clothing, jewelry, or long, unrestrained hair near any moving machinery or other sources of possible entanglement, or around electrical equipment.
17. Exercise caution and good judgment when handling, transferring, or otherwise working with hazardous chemicals. Read container and any supplemental labels for hazard and protective measures information and seek assistance from a supervisor if there is any doubt as to what a chemical is and how to safely use it in your work.
18. Because of the potential hazard of contracting hepatitis B and/or Human Immunodeficiency Virus (HIV) that are transmitted by blood or other body fluids, you must refrain from assisting in any situation which may lead to contact with blood and/or body fluids. Should you come in contact with the blood or body fluids of another person, immediately notify your supervisor or correctional staff.
19. You have a right to know if any chemical substances you come in contact with are hazardous to you. Review the Safety Data Sheet (SDS) before using any chemical or material. If you have questions regarding chemical substances to which you may be exposed, contact your supervisor, who will explain if there are hazards associated with the use of those chemicals.
20. Actively support and participate in DOC efforts to provide safety and health, respirator, chemical hazard communication, or other specified safety programs at this site.

### **III. BASIC EXPECTATIONS**

1. Take pride in your work and maintain consistent quality.
2. Stay busy. If you don't have work, check with your supervisor for another assignment.
3. Tools and supplies are costly. Do your best to conserve them.
4. All workers will:
  - a. Follow all safety rules/regulations.
  - b. Be subject to termination when safety regulations are not observed.
  - c. Attend required safety training.
  - d. Maintain an attitude which contributes to shop morale and productivity.
  - e. Remain in assigned work area unless otherwise instructed.
  - f. Acknowledge and carry out any lawful order of staff.
5. Although you may be assigned to a regular job, you are expected to work in another area of industries when directed to do so by your supervisor.
6. There will be no:
  - a. Game playing, working curio (e.g., personal hobbies, etc.), reading books unrelated to the job, or sleeping during working hours.
  - b. Engaging in the manufacture/use of illegal substances (e.g., alcohol, drugs, misuse of thinner/solvent, etc.) in any Industries area.
  - c. Manufacturing or repairing garments for personal use or favor.
  - d. Unauthorized use of telephones.
7. Shop cleanup is an all-hands on effort, and all workers will participate at shift end daily.
8. No pilfering (i.e., stealing) tools, raw materials, or products from DOC.

### **IV. GENERAL RULES AND REGULATIONS**

1. Safeguarding Tools/Machinery/Equipment and Use of Personal Protection Equipment:

- a. Workers will operate and use only equipment and tools for which they have received training.
    - i. Repairs, change, adjustments, or modifications to the tools or equipment will not occur without supervisor approval.
  - b. Workers assigned to an area with tools will be responsible for those tools.
    - i. No incarcerated individual may draw tools for another incarcerated individual.
    - ii. Tools must be accounted for throughout the work day and at end of shift and before leaving the area.
  - c. Tools and equipment will only be used for the purpose for which they were designed.
  - d. Required Personal Protection Equipment will be used when operating tools and equipment.
  - e. Only approved footwear will be allowed in the production area, where applicable.
2. Industrial Insurance (applicable only to Correctional Industries (CI) workers):
- a. All workers are covered under Worker's Compensation Insurance while working for CI.
3. Termination from Employment:
- a. Employment may be terminated for:
    - i. Any violation of these rules.
    - ii. A misuse, defacing, or destroying of state property, machinery, tools, material, or products.
    - iii. Any form of fighting, horseplay, or otherwise abusing or distracting behavior occurs between or around co-workers.
  - b. Any CI incarcerated worker who is terminated for the reasons listed above will be ineligible for Correctional Industries crew assignment for a minimum of 6 months unless waived by the Site Manager.

**V. FAILURE TO COMPLY - CONSEQUENCES:**

As a worker you are subject to administrative, disciplinary, and/or corrective actions for disregarding or otherwise violating published safety rules, policies, and program elements. This includes acting in any manner which could negatively impact the safety of yourself, other worker(s), equipment, or property. Safety rules, policies, and procedures are mandatory elements of every worker's duties.

All referenced policies, schedules, etc. are available for review through your supervisor.

I acknowledge by my signature that I have read this handout and the contents have been explained to me. I realize that any willful neglect on my part to abide by the Safety Rules of the Department and the Correctional Industries, if applicable, may be cause for disciplinary action.

Name	Signature	DOC number	Date

  

Supervisor conducting training	Signature	Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Attach to completed DOC 10-117 Safety Orientation Worksheet    **COPY** - Incarcerated worker