



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
OFFENDER MANUAL

REVISION DATE
3/19/20

PAGE NUMBER
1 of 8

NUMBER
DOC 890.000

POLICY

TITLE

SAFETY PROGRAM

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
 Revised: 3/19/20

SUMMARY OF REVISION/REVIEW:


Major changes to include updating terminology throughout. Read carefully!

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

2/18/20
 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 296-24](#); [WAC 296-800](#); [DOC 890.380 Fire Prevention Plan](#); [Records Retention Schedule](#); [Safety Program Manual](#); [Facility Contract Safety Plans Development Guide](#); [DOC Exposure Control Guide](#)

POLICY:

- I. The Department has a safety program to provide a safe environment for employees, contract staff, volunteers, individuals under the Department’s jurisdiction, and visitors, and to comply with Washington Industrial Safety and Health Act (WISHA) rules.
- 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 Regulatory and Litigation Administrator and Regional Safety Managers will oversee implementation of the Safety Program.
 1. The assigned Safety Officer/representative 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 General Managers will implement the Safety Program within their assigned area of responsibility consistent with this policy, the Safety Program Manual, and applicable WISHA rules.
 1. Each Department facility, office, Community Justice Center, and CI worksite will maintain a current and accessible Safety Program Manual.
 - D. Each CI Manager will develop and implement an ongoing safety program appropriate to the environment and needs of the specific operation type.

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E. Employees, contract staff, volunteers, and workers under the Department's supervision are essential and active participants in the Safety Program and will be responsible for complying with all safety and health standards applicable to their own activities in the worksite.

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

II. Safety Program Audits

A. The Department's Regulatory, Litigation, and Safety Unit will ensure safety program audits and inspections are conducted.


1. Biennial Safety Program audits will be conducted in each Prison, Work/ Training Release, and each CI worksite in a Prison.
2. Biennial Safety Program audit/inspections will be conducted at each Field Office by local site employees/contract staff.

B. 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.

III. Accident/Injury Reporting

A. Employees, volunteers, contract staff, visitors, and individuals under the Department's jurisdiction 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. For incidents where the injured person does not have access to the Department's electronic accident reporting system (e.g., incarcerated workers, volunteers, visitors), the injured person will provide the supervisor, escort, or liaison with a completed and signed hard copy of DOC 03-133 Accident and Injury Report. The recipient will enter the details as written into the electronic reporting system and attach the signed hard copy.
 - 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.

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- b. The Safety Officer will review and investigate the reports, identify causes, recommend preventive measures, and assist with trend analysis upon the Appointing Authority's request.

IV. Reporting On-the-Job Fatality, Inpatient Hospitalization, Amputation, or Loss of an Eye

- A. Superintendents, Field Administrators, CCSs, and/or the CI Director will ensure the Department of Labor and Industries (L&I) is notified of any work-related death or inpatient hospitalization of any employee or Class II or Class IV incarcerated worker within 8 hours of the incident. Notification will be made to L&I within 24 hours of an amputation or the loss of an eye that doesn't result in inpatient hospitalization.
 1. Required reports will be made per [L&I's Job Safety and Health Law](#), which is posted on all Department safety bulletin boards.
 2. For Class IV workers, the escorting employee/contract staff will notify the parent facility's Superintendent/designee so appropriate notification can be made.
 3. Upon completion of notification to L&I, the Regulatory, Litigation, and Safety Unit will be notified.

V. Hazard Reporting and Prevention

- A. Employees, contract staff, volunteers, and incarcerated 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, is not being effectively addressed, or increased awareness of the hazard could improve workplace safety, the employee/contract staff/volunteer or supervisor will report the hazard as follows:
 - a. Department of Natural Resources (DNR) Class IV workers will report hazards directly to DNR.

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b. Employees, contract staff, volunteers, and all other workers will use DOC 03-151 Hazard Report.

1) Written instructions on how to obtain hazard report forms will be available on each safety bulletin board.

4. Employees, contract staff, and incarcerated workers will be notified of the resolution of corrective action taken in response to the reported hazard.

VI. Safety Committee

A. Each Prison and Field Office will have a Safety Committee consistent with WAC 296-800-13020.

1. Membership for facility Safety Committees in Prisons with a Class II industry will include a CI Class II Supervisor/Manager.

B. Each CI Class II Manager will have a Safety Committee consistent with WAC 296-800-13020.

1. When necessary, the CI Class II Manager may hold a safety meeting in lieu of a Safety Committee per the Safety Program Manual.

C. Each Work/Training Release will have a Safety Committee and/or safety meetings and 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.

1. Meeting minutes for Safety Committees will be recorded on DOC 03-085 Monthly/Quarterly Safety Committee Minutes.

2. CI safety meeting minutes will be recorded on DOC 03-473 Correctional Industries Safety Meeting Minutes.

F. If the Safety Committee does not have the authority to implement its recommended change, the Safety Committee Chair will escalate the recommendation as required for final determination.


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VII. Safety Inspections

- A. Safety and sanitation inspections of all Department facilities, offices, and CI sites will be conducted. Inspectors and Safety Committee members who are assigned to conduct safety and sanitation inspections must have documented, completed Inspector Qualification training.
 1. Monthly inspections will be documented on DOC 16-347 Monthly Safety & Sanitation Inspection by:
 - a. Safety Officers and/or Safety Committee Representatives in Prisons.
 - b. Local site employees/contract staff designated by the CCS in Work/Training Releases.
 2. Quarterly inspections for Field Offices will be documented on DOC 16-348 Quarterly Safety & Sanitation Inspection by Safety Committee Representatives from Field Offices.
- B. Area supervisors will be informed of any deficiencies noted during the inspections to ensure they are corrected.
- C. The applicable Safety Committee will review identified deficiencies and corrective actions and track until completed. Reviews, findings, and completed actions will be documented in the meeting minutes.
- D. Records of annual inspections of Prisons and Work/Training Releases by the Department of Health will be maintained and accessible onsite.
- E. Annual fire inspections will be completed per DOC 890.380 Fire Prevention Plan.

VIII. Training

- A. Safety Training
 1. New Employee Safety training will be provided to each employee consistent with the Safety Program Manual.
 2. Supervisors will ensure employees, contract staff, volunteers, incarcerated 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.

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- 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 safety training will be documented and submitted to 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 Department supervised 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.
 - b. Employee, contract staff, and volunteer orientation will be documented using DOC 03-474 Safety Orientation Site Specific or DOC 03-161 Volunteer Safety Orientation Information.
 - c. Incarcerated worker orientation will be documented using DOC 10-118 Shop Rules and Requirements.
2. Each CI General Manager will provide and document safety orientation training on DOC 10-117 Safety Orientation Worksheet.

IX. 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 a labor force of incarcerated workers.
 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.

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- 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 03-161 Volunteer Safety Orientation Information](#)
- [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](#)