

Facility Staff and Offender Injury Prevention Plan (Template)

It shall be the responsibility of the Warden/Superintendent, of the facility/center, to ensure that an Injury Prevention Plan is established and executed by the Facility Safety and Sanitation Officer. All staff and offenders, shall be made aware of this plan, and the plan will be made available to all volunteers, contractors, and community agencies that visit the facility. The plan shall include, but not limited to the following:

RESPONSIBILITIES:

- The Warden/Superintendent, shall be responsible for identifying the following staff members:
 - Facility Life/Safety Officer.
 - Facility Fire Inspector.
- The Warden/Superintendent, shall be responsible for ensuring that that a monthly safety meeting is conducted. This meeting shall include the following staff members:
 - Department Heads
 - Facility Life/Safety Officer
 - Facility Fire Inspector
 - Split Shift Supervisor
 - Detail Supervisor
 - Any other staff members deemed necessary.
- Facility Life/Safety Officer, shall be responsible for the following:
 - Coordinating the monthly safety meeting;
 - Conducting a weekly/monthly inspection of the entire facility;
 - During these inspections, all potential accident sites, will be addressed. These sites shall be documented in the building/area log books and maintenance requests submitted to the Maintenance Engineer.
 - Ensure the completion and follow-up of all safety/fire/sanitation inspections;
 - Review injury investigations, safety/fire/sanitation inspection reports, and safety committee meeting minutes; and
 - Ensure timely completion of corrective action(s) note on the Corrective Action Plan (CAP) resulting from inspections or incidents.
- The Facility Fire Inspector, shall be responsible for conducting a weekly/monthly inspection of the entire facility.
 - During these inspections, all potential fire hazards will be documented and addressed, to include maintenance requests being submitted to the Maintenance Engineer.
 - Coordinating semi-annual fire inspections, with the designated Fire Marshal.
 - Ensure timely completion of corrective action(s) note on the Corrective Action Plan (CAP) resulting from inspections or incidents.
 - Coordinating annual walk throughs with the designated Fire Station, having jurisdiction over the facility.

- Coordinating inspections of all fire equipment in accordance with policies/procedures.
- Department Heads, and the Shift OICs, shall be responsible for discussing the Facility Injury Prevention Plan, in all meetings and shift briefings.
- Building/Area Officers, shall be responsible for conducting inspections of their assigned areas, and notating any potential accident areas.
 - These notations shall be documented on Attachment 1-Safety and Sanitation Report, and in the building/area logbooks.
- Detail Officers shall be responsible for conducting weekly safety briefings with all offenders assigned to details.
 - These briefings shall be documented in the assigned logbook.
- The Human Resources Manager/Representative, or designee, shall be responsible for reporting all Workers Compensation Reports, during the meeting.
 - This shall include all preventable and non-preventable accidents.
 - Areas where the accident(s) occurred, and any potential areas that would likely cause another accident.
 - The HR Representative/Manager, shall also be responsible for creating a Return to Work Committee. This committee shall be responsible for reviewing all cases with staff returning to work with physical, and/or mental limitations.
- The Health Services Administrator, or Director of Nursing, shall be responsible for reporting offender injuries.
 - These injuries shall include, self-injurious behavior, unreported assaults, and any other suspicious injuries, to include areas where the accidents occurred, and potential areas that would likely cause future accidents.
- The Maintenance Engineer shall be responsible for making repairs to potential accident areas.
 - This shall be accomplished through the submission of Maintenance Request Forms. These requests shall be prioritized in accordance with the urgency of the need.

MEETINGS:

- Shall be conducted monthly.
- It shall be the responsibility of staff members in attendance to report any potential life/safety issues in their assigned areas.
- Meeting minutes shall be distributed to all department heads, and posted in the Shift briefing areas, and accessible to the offender population. **NOTE: All pertinent staff/offender/visitor/contractor information, shall be excluded, prior to posting to the offender population.**

COMMUNICATION:

Safety related concerns shall be communicated in:

Retention Schedule: Upon completion, the facility's report similar to this attachment shall be maintained for one (1) year and then shall be destroyed.

- Safety committee meetings;
- Administrative and Supervisors meetings;
- Safety/fire/sanitation inspection reports;
- Staff training, as required for work areas;
- Offender training, as required in work areas/weekly safety briefings;
- Material Safety Data Sheets (MSDS), or new Safety Data Sheets (SDS), are in an accessible area where hazardous products are utilized (a master file of all MSDS/SDS must be maintained at all sites).

TRAINING:

The Facility Life/Safety Officer, shall be responsible for conducting the annual Right-To-Know and Understand Training for all offenders assigned to the facility.

- Offenders shall also receive training on all equipment, machines, chemicals, safety procedures and required PPE. This training shall be documented and maintained in the work area, as well as the offenders file.
- All staff must attend annual In Service training to receive Right-To-Know Training.
- Every new employee must receive required training as follows:
 - Pre-Service Orientation.
 - In Service Training. (Emergency plans, fire safety, right-to-know, facility bloodborne exposure control plans, etc.).
 - Workplace-Specific Training. (Shift briefings, Department Head meetings).
- Visitors and contractors, shall be advised upon entry to the facility of all safety rules, to include the types of chemicals utilized. Contractors shall also be required to notify the facility of the types of chemicals being utilized during the duration of their contract.

ACCIDENT INVESTIGATION/WORK RELATED INJURIES/ILLNESS:

The Supervisor(s)/Department Head(s), shall be responsible for the following:

- Ensure that the injured/ill employee/offender/visitor/contractor receives the appropriate medical care;
- Ensure a staff/offender/visitor/contractor escort is offered to the designated health care provider;
- Conduct an initial injury/illness investigation;
- Conduct basic first aid
- Notify the Medical Staff/911/Human Resources Representative/Manager, or designee;
- Take photographs of the incident, to include the accident area;
- Pull video of the incident;
- Complete an incident report and all necessary injury paperwork;
- Act to minimize the potential reoccurrence of a similar injury/illness.
- In the event of work-related fatality or if a work-related incident (injury/illness) causes an employee to be admitted to the hospital, the Institutional Duty Officer (IDO), and Warden/Superintendent, must be notified immediately.

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INCIDENT TYPES:

- Fire Related: Smoke only, odor, overheat melting, flash, 4” flame, 5 second flame, extinguished, etc.
- Electrical Related: Minor shock, 440 Volts, overheat, short, loose connector, failed emergency stops (emergency mains off or EMO),
- Wrong wiring, reverse polarity, battery related, alternating/direct current (AC/DC), etc.
- Chemical/Gas Related.
- Other Hazardous Energy.
- Explosion: Chemical, mechanical, water, electrical, etc.
- Environmental Equipment Failure.
- Employee/Offender/Visitor/Contract/or Public Concern.
- Agency Visit/Inspection/Audit.

CORRECTIVE ACTION:

- Each employee shall be expected to communicate unsafe working conditions, violations of fire codes, OSHA Standards, and other identified safety hazards to their direct supervisor and Facility Life/Safety Officer.
- The Area Supervisor, with the assistance of the Life/Safety Officer, shall be responsible for determining appropriate corrective action to eliminate unsafe working conditions, violations of fire codes, OSHA Standards, or other identified safety hazards and must communicate corrective action to appropriate staff responsible for eliminating safety hazards.
- All corrective action must be completed within a reasonable period. Unsafe working conditions presenting an immediate threat to personal safety must be corrected before staff, offenders, visitors, or contractors are exposed to the hazard.

REFERENCES:

The following references shall be utilized in conjunction with the about stated information in the development of your Facility Injury Plan.

- SOP 104.22-Worker’s Compensation
- SOP 207.04-Offender Work Details
- SOP 228.01-Safety and Sanitation Inspections
- SOP 511.02-Fire Services Operations
- SOP 511.34-Employee Hazardous Chemical Protection and Right-to-Know and Understand
- Employee Accident Prevention Plan Manual