

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

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SUBJECT: SAFETY AND LOSS CONTROL

CATEGORY: HUMAN RESOURCES

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## **Policy**

The purpose of this policy is to acknowledge that the Idaho Department of Juvenile Corrections (IDJC) believes the humanitarian and economic issues resulting from accidents demand that accident prevention be given primary importance in every phase of the IDJC's activities.

The IDJC believes our employees are one of our most valuable assets. Their safety and health, as well as the safety of juveniles committed to our care and the general public, are essential to the success of IDJC operations. Accidents and injuries result in a significant cost to employees and to the IDJC. IDJC leadership believes in and follows the principle that most incidents, accidents, and/or injuries are preventable. These costs can be drastically reduced by controlling the frequency and severity of job-incurred injuries. For this reason, our objective is to prevent accidents by reducing or eliminating the unsafe acts or conditions that cause accidents.

It is therefore the policy of the IDJC to develop, maintain, and monitor a systematic loss control, safety, and traumatic incident follow-up procedure that will minimize the risk of injury to employees, juveniles, and the general public and/or damage to state property.

## **Operating Procedures**

- I. IDJC responsibilities include:
  - A. Provide the supervision necessary to ensure development and implementation of safe work practices and procedures.
  - B. Comply with applicable federal, state, county, and municipal safety laws, regulations, and codes.
  - C. Make every effort to provide an accident-free operation and to provide all reasonable safeguards to ensure safe working conditions.
  - D. Encourage and promote employee participation concerning safety.
  - E. Make every effort to restore an injured employee to a sound physical and mental condition and place that employee back on the job as quickly as possible.

II. Human Resources responsibilities include:

- A. Promote safety and wellness awareness and accident prevention by providing information and connection to resources for administrators, supervisors, and employees, including [Employee Assistance Program \(EAP\)](#) and [Critical Incident Stress Management \(CISM\)](#).
- B. Collect, analyze and distribute data on the overall accident experience trends for the IDJC.
- C. Assist administrators in developing safe work practices and procedures for employees, when requested.
- D. Ensure the Idaho State Insurance Fund Workers Compensation program requirements are followed.

III. Division Administrator responsibilities include:

- A. Promote safety and minimize risk to employees, juveniles, and the general public in their respective division.
- B. Ensure safety and accident policy and procedures are followed and hold supervisors accountable for accident prevention measures.
- C. Review accidents quarterly and take appropriate corrective action when accident trends are unfavorable. Address information regarding accidents within their span of control on supervisors' performance evaluations.
- D. Approve modified duty/return-to-work letters in coordination with the supervisor and Human Resources.

IV. Immediate supervisor responsibilities include:

- A. Know and apply the Work-Related Employee Injury or Illness (375) policy and procedure for assisting employees who are injured at work to include proper medical care as necessary.
- B. Ensure that employees understand and observe safe work practices and procedures to include reporting any unsafe conditions or equipment to their supervisors.
- C. Ensure current and new employees are trained on safe work procedures, including emphasizing specific job hazards and how to avoid them.
- D. Inspect equipment and work areas and observe employees performing daily tasks to determine unsafe work habits, conditions, and general housekeeping in the work area.
- E. Take prompt, corrective action whenever unsafe conditions or acts are noted in the work unit. Any unsafe conditions beyond their ability or authority to correct will be immediately reported to the appropriate supervisor, administrator, or duty officer.

- F. Ensure that employees report every accident and occupational exposure, whether or not an injury occurred, and complete the Employee/Supervisor Accident Report (DJC-045) form prior to end of shift, or as soon as possible.
  - G. Review the DJC-045 form, investigate each accident to determine the cause, and take necessary corrective action, to the extent possible, within 24 hours of every accident.
  - H. Submit completed DJC-045 form and any related documentation to Human Resources within 24 hours of every accident, to the extent possible.
  - I. If a traumatic incident occurs, follow procedures outlined in the Trauma and Critical Incident Stress Management Intervention (374) policy and procedure.
  - J. Hold safety meetings with employees to promote safe work habits, discuss specific job hazards, and request safety suggestions from employees.
  - K. Enforce safety rules, practices, and procedures and ensure that each employee understands that violations will not be tolerated.
  - L. Provide training and/or coaching when safety rules and work practices are violated. If performance does not improve, immediate supervisors may initiate corrective/disciplinary measures.
  - M. Evaluate employee performance for the ability to work safely and the interest in working safely. This includes notation of unsafe work practices where an accident was a policy or safety violation per 375 policy/procedure.
- V. Employee responsibilities include:
- A. Attend all scheduled trainings, act safely in daily activities, and follow safe work policies and practices to ensure the safety of themselves, juveniles, co-workers, and the general public.
  - B. Be alert to unsafe conditions and report them immediately to any supervisor, administrator or duty officer.
  - C. Use all safety equipment provided and ensure equipment guards are in place before operating machinery.
  - D. Take care of any tools, equipment, or vehicles placed in their charge and report any needed repair or replacement necessary for safe use.
  - E. Make no attempt to operate, repair, or otherwise tamper with tools, equipment, or vehicles without specific authorization.
  - F. Report all accidents and occupational exposures before end of shift, or as soon as possible, to their supervisor or duty officer, whether or not an injury occurred or a physician's attention was necessary. Complete the DJC-045 form prior to the end of the shift, or as soon as possible. If possible exposure to a blood-borne pathogen occurs on the job, notify appropriate regional facility nursing staff.
  - G. Seek medical treatment, when necessary, utilizing the preferred provider as identified in 375 policy/procedure. Provide doctor's note to return to work with or

without restrictions. If work restrictions are identified, refer to Temporary Modified Duty/Return to Work Program (373) policy/procedure.

<i>Reference:</i>	<a href="#"><u>Glossary of Terms and Acronyms</u></a> <a href="#"><u>Records Retention Schedules</u></a> <a href="#"><u>Records Destruction Logs</u></a>
<i>Desk Manual(s):</i>	N/A
<i>Related Policies:</i>	<a href="#"><u>Temporary Modified Duty/Return to Work Program (373)</u></a> <a href="#"><u>Trauma and Critical Incident Stress Management Intervention (374)</u></a> <a href="#"><u>Work-Related Employee Injury or Illness (375)</u></a> <a href="#"><u>Records Management Program (117)</u></a> <a href="#"><u>Public Records (901)</u></a>
<i>Related Forms:</i>	<a href="#"><u>Employee/Supervisor Accident Report (DJC-045)</u></a> <a href="#"><u>Occupational Exposure Assessment (DJC-246)</u></a> <a href="#"><u>Records Destruction Worksheet (DJC-279)</u></a>