



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy:	<b>DOC 1.1.14 SAFETY PROGRAM</b>
Chapter 1:	ADMINISTRATION AND MANAGEMENT
Section 1:	General Administration
Effective Date:	May 5, 2014 <span style="float: right;">Page 1 of 6</span>
Revised:	March 1, 2021
Signature:	/s/ Brian Gootkin, Director

**I. POLICY**

The Department of Corrections maintains a Safety Program to preserve physical, financial, and human resources; to provide a safe environment for staff and offenders; to ensure all staff maintain responsibility for safety; and to comply with applicable state and federal regulations, standards, and statutes.

**II. APPLICABILITY**

All divisions, facilities, and programs.

**III. DEFINITIONS**

**Accident** – As defined in *Mont. Code Ann. § 39-71-119(2)(a-d) (2014)*, an accident is (a) an unexpected traumatic incident or unusual strain; (b) identifiable by time and place of occurrence; (c) identifiable by member or part of the body affected; and (d) caused by a specific event on a single day or during a single work shift.

**Administrator** – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for a division, facility, or program’s operation and management.

**Emergency Preparedness Manager** – The contact responsible for oversight and coordination of all safety and emergency management phases throughout the Department.

**Incident** – Any event or near-miss that could potentially cause an accident or contribute to an injury.

**Incident Analysis Team** – Individuals appointed by the local safety coordinator to analyze incidents or accidents and to determine appropriate courses of action.

**Leadership Team** – A group comprised of the Department director and administrators, appointed by the Department director, who consult on Department business.

**Near-miss** – Any incident that potentially could lead to an injury and/or warrants an investigation for future prevention.

**Occupational Disease** – Harm, damage, or death arising out of or contracted in the course and scope of employment caused by events occurring on more than a single day or work shift.

**IV. DEPARTMENT DIRECTIVES**

**A. General Requirements**

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1. The Department will identify, mitigate, investigate, and resolve safety concerns/issues by utilizing the Safety Program to achieve the following objectives:
  - a. establish safety communication responsibilities;
  - b. develop and maintain operational procedures in accordance with the requirements of this policy;
  - c. maintain an accident and injury-free work environment;
  - d. reduce the costs associated with incidents; and
  - e. ensure the performance of proper and safe work procedures are a part of daily operations; and
  - f. promote a safety culture to safeguard employees and state resources.
2. The administrator, or designee, will fulfill the following duties:
  - a. assign a local safety coordinator for each facility/office location to serve as the chair for their division, facility, or program's local safety committee;
  - b. designate staff to comprise the local safety committee;
  - d. meet regularly with the local safety committee and other appropriate staff to develop an assessment of risk for all operations and areas of responsibility;
  - e. closely monitor identified areas of risk and attempt to remedy hazards;
  - g. report deficiencies that may not be corrected with available resources to the Department Emergency Preparedness Manager with recommendations for corrective action;
  - h. The Department Emergency Preparedness Manager will ensure corrective actions are implemented and report any deficiencies to the Director.
  - i. ensure operations and areas of responsibility are reviewed regularly to include:
    - 1) offender litigation and liability;
    - 2) contracts management;
    - 3) fleet vehicle management;
    - 4) building and facility maintenance (insurance and condition);
    - 5) employee litigation and liability;
    - 6) emergency planning and preparedness; and
    - 7) effectiveness of the local safety committee.
  - j. ensure fire response plans are maintained outlining response to a fire including:
    - 1) provision of security for responding fire crews;
    - 2) preservation of a fire scene until released by the agency responsible for the investigation;
    - 3) notification to the State Fire Marshal when a third-party investigator is required pursuant to an agreement with local authorities; and
    - 4) a final report detailing a fire investigation that must be submitted to the administrator, Department director, and State Fire Marshal.
3. In coordination with the Department Emergency Preparedness Manager, the Leadership Team will discuss, review, and support relevant recommendations and investigations throughout the Department and advise administrators regarding the adoption of risk management policies or procedures and, when necessary, administrative or legal action.

**B. Department-wide Safety Program Organization and Responsibilities**

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1. The Department Emergency Preparedness Manager will fulfill the following responsibilities:
  - a. supervise the Safety Program;
  - b. serve as chair on the Department Safety Committee;
  - c. distribute information to the Department Safety Committee;
  - d. conduct routine inspections of Department facilities and office locations to identify potential safety hazards to mitigate risk; and
  - d. report deficiencies identified in inspections not remedied with available resources to facility/program administrators.
  
2. The Department Safety Committee will include the Department Emergency Preparedness Manager, local safety coordinators, and additional members appointed by the Leadership Team; responsibilities of members include the following:
  - a. establish safety goals;
  - b. ensure prevention programs are in place and adequate;
  - c. meet monthly to discuss identified safety issues, incidents, and trends;
  - d. recommend corrective action for safety incidents, issues, or deficits identified Department-wide, monitor the resolution, and substantiate sustained improvement;
  - e. measure, monitor, and evaluate Department safety performance;
  - f. review pre- and post-occupancy, construction, or renovation plans for safety hazards; and
  - g. consult with Department of Administration (DOA) divisions according to the following:
    - 1) the Risk Management and Tort Defense Division (RMTD) for support and guidance; and
    - 2) the DOA, Architecture and Engineering Division regarding fire and safety issues prior to the initiation of major construction or renovation projects.

**C. Local Safety Committee Responsibilities**

1. The appointed local safety coordinator will supervise the Safety Program within the coordinator's location and serve as a member on the Department Safety Committee.
  
2. The local safety committees will ensure accountability and coordination of safety issues for each division, facility, or program. The local safety committee will be comprised of individuals appointed by the division, facility, or program administrator in accordance with 24.30.2542, ARM; members are responsible for fulfilling the following duties:
  - a. establish safety objectives;
  - b. ensure prevention programs are in place and adequate;
  - c. conduct monthly meetings to discuss safety incidents, issues, or deficits identified including accidents, injuries, and illnesses related to the workplace;
  - d. submit meeting minutes to the administrator and the Department safety coordinator;
  - e. recommend corrective action for safety incidents, issues, or deficits identified, monitor the resolution, substantiate sustained improvement, and submit reports of non-compliance with a corrective action plan to the administrator.
  - f. participate in, and require staff participation in, safety training and coordinate supplemental training with outside agencies, when necessary;
  - g. recommend additional training for staff to the administrator;

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- h. monitor workplace for compliance with applicable standards for conditions and safety equipment and review needs and requests for personal protective equipment;
  - i. ensure drills, inspections, tests, annual reviews, and updates of fire and life safety programs and emergency preparedness plans at the facility or program are scheduled, completed, and recorded in accordance with state and federal guidelines and operational procedures;
  - j. ensure maintenance of a record-keeping system documenting compliance with applicable standards including, when necessary, certification of the facility's water and sewer systems;
  - k. review inspection reports and drill reports including reports of annual inspections conducted by the State Fund, State Fire Marshal, Department of Public Health and Human Services (DPHHS), and other regulatory agencies; and
  - l. review any post-occupancy, construction, or renovation plans for safety hazards.
3. Upon receipt of a [Near-Miss Incident](#) form or an [Employee/Supervisor Accident Report](#) form from a supervisor, the Incident Analysis Team will perform an investigation using the [Incident/Accident Analysis](#) form to analyze on-the-job near-miss incidents and accidents. This investigation will assist in determining what, if any, action needs to be taken to prevent future safety issues and should be conducted within four (4) business days of the incident or accident occurrence.

#### **D. Supervisor and Employee Responsibilities**

1. Department employees are responsible for maintaining awareness for potential fire hazards, successfully completing required training, and adhering to applicable state and federal safety and health regulations as well as Department policy and local procedures and following the Department's [General Safety Rules](#).
2. For near-miss incidents the employee will:
  - a. report the incident to their immediate supervisor using the Near-Miss Incident Report form as soon as possible, but within 24 hours of the near-miss incident; and
  - b. assist the supervisor in completing the Near-Miss Incident Report form, if possible, before the end of the employees shift, but must be completed within 24 hours of the near-miss incident.
3. After completion of the Near-Miss Incident Report form, the supervisor will forward the form to the local safety coordinator.

#### **E. Reporting an Accident or Occupational Disease**

1. Employees will report all work-related injuries or occupational diseases to their immediate supervisors within 24 hours of occurrence. If medical care is necessary, the supervisor should encourage and assist the employee to obtain the required care.
2. Employees and their supervisor must complete the Employee/Supervisor Accident Report form within twenty-four (24) of accident occurrence and, if medical attention is necessary, a [First Report](#) form.
3. The First Report form must be submitted to the Human Resource Office for further processing in accordance with *DOC 1.3.3 Workers' Compensation/Early Return to*

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*Work.* The Employee/Supervisor Accident form must be submitted to the local safety coordinator for review by the Incident Analysis Team.

**F. Training**

1. Local fire agencies may be requested to provide staff with training in fire and life safety issues.
2. The Department will maintain:
  - a. a life safety program that includes training staff to use resuscitation techniques, first aid equipment and supplies, and to respond to the following:
    - 1) aspiration of vomit;
    - 2) assaults;
    - 3) CPR;
    - 4) heart attacks;
    - 5) intent to commit or actual suicide attempts; and
    - 6) smoke inhalation.
  - b. a fire safety program that includes training staff in the following areas:
    - 1) identification and response to fire hazards;
    - 2) techniques for detection, reporting, suppression, and extinguishing of fires;
    - 3) locations of emergency exits;
    - 4) use of emergency equipment;
    - 5) use and storage of hazardous materials in accordance with *DOC Policy 3.2.12, Control and Use of Hazardous Materials*;
    - 6) internal and external evacuation in accordance with *DOC Policies 3.2.5, Internal Evacuation* and *3.2.6, External Evacuation*; and
    - 7) procedures to protect a fire scene until an investigation is completed; and
    - 8) identification and use of proper fire extinguishers and corresponding combustible material categories including:
      - i. Class A - ordinary combustible materials such as wood, cloth, and paper; the material requires the use of extinguishers including water, anti-freeze solution, loaded steam, and foam.
      - ii. Class B - flammable liquids such as gasoline, fuel oil, alcohol, or grease, a blanket effect is essential in smothering the fire; material requires the use of extinguishers including foam, loaded steam, carbon dioxide, and dry chemicals.
      - iii. Class C - electrical equipment, the use of an electrically nonconductive extinguishing agent is required including carbon dioxide and dry chemicals.

**V. CLOSING**

Questions concerning this policy should be directed to the Department Emergency Preparedness Manager.

**VI. REFERENCES**

A. 2-15-112, *MCA*; 53-1-203, *MCA*

B. *DOC Policies 1.3.3 Workers' Compensation/Early Return to Work; 3.2.5 Internal Evacuation; 3.2.6 External Evacuation; 3.2.12 Control and Use of Hazardous Materials*

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*C. 24.30.2542 ARM*

## **VII. ATTACHMENTS**

- A. [General Safety Rules](#)
- B. [First Report](#)
- C. [Employee/Supervisor Accident Report](#)
- D. [Incident/Accident Analysis](#)
- E. [Near-Miss Incident](#)