



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

Policy No. DOC 1.1.14	Subject: LOSS CONTROL (SAFETY) PROGRAM
Chapter 1: Administration and Management	Page 1 of 6
Section 1: General Administration	Effective Date: 5/05/2014
Signature: /s/ Mike Batista, Director	Revised: 03/25/2015

I. POLICY

It is the policy of the Department of Corrections to maintain a Loss Control (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, Department-owned and contracted, as specified in the contract.

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.

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 and Administrator Responsibilities

Subject: LOSS CONTROL PROGRAM

1. Administrators will identify, mitigate, and resolve potentially problematic areas as illustrated in the [Risk Management Graph](#) by utilizing the Loss Control Program to achieve the following objectives:
 - a. establish loss control 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.

2. The administrator, or designee, will fulfill the following duties:
 - a. assign a local safety coordinator to serve as the chair for the division, facility, or program's local safety committee;
 - b. designate staff to comprise the local safety committee;
 - c. take full advantage of available insurance programs;
 - 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;
 - f. review relevant Department policies and procedures to ensure effectiveness;
 - g. report deficiencies that may not be corrected with available resources to the Quality Assurance Director with recommendations for corrective action;
 - h. 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.
 - i. 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. The Quality Assurance Director, or designee, will coordinate and ensure a written report is prepared annually for the Leadership Team including the following information:
 - a. identified risks, both experienced and potential;
 - b. plans of corrective action;
 - c. costs of risk management including fiscal and labor resources;
 - d. effectiveness and results of risk management techniques employed; and
 - e. hazards or liabilities that might have been avoided.

Subject: LOSS CONTROL PROGRAM

4. 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 Loss Control Program Organization and Responsibilities

1. The Department safety coordinator will fulfill the following responsibilities:
 - a. supervise the Loss Control Program;
 - b. serve as chair on the Department Loss Control Committee;
 - c. distribute information to the Department Loss Control Committee; and
 - d. report deficiencies identified in inspections not remedied with available resources to the Leadership Team.
2. The Department Loss Control Committee members include the Department safety coordinator, 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 quarterly to discuss identified loss control issues, incidents, and trends;
 - d. recommend corrective action for loss control incidents, issues, or deficits identified Department-wide, monitor the resolution, and substantiate sustained improvement;
 - e. measure, monitor, and evaluate Department loss control performance;
 - f. review 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 Loss Control Program within the coordinator's location and serve as a member on the Department Loss Control Committee.
2. The local safety committees will ensure accountability and coordination of loss control 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, at minimum, quarterly meetings, with monthly meetings strongly encouraged, to discuss loss control 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;

Subject: LOSS CONTROL PROGRAM

- e. recommend corrective action for loss control 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 encourage staff participation in, safety training and coordinate supplemental training with outside agencies, when necessary;
 - g. recommend additional training for staff to the administrator;
 - 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 as soon as practical. If medical care is necessary, the supervisor should encourage and assist the employee to obtain the required care.

Policy No. DOC 1.1.14	Chapter 1: Administration & Management	Page 5 of 6
Subject: LOSS CONTROL PROGRAM		

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 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. Administrators 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 Quality Assurance Director or the Department Safety Coordinator.

Policy No. DOC 1.1.14	Chapter 1: Administration & Management	Page 6 of 6
Subject: LOSS CONTROL PROGRAM		

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*
- C. *24.30.2542 ARM*

VII. ATTACHMENTS

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