



POLICY DIRECTIVE

Policy:	DOC 1.1.14 SAFETY PROGRAM
Effective Date:	05/05/2014 Page 1 of 4
Revision Date(s):	03/01/2023; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

The Department 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 (see Glossary)

IV. REQUIREMENTS

A. General Requirements

1. The Department will identify, mitigate, investigate, and resolve safety concerns and issues by utilizing the Safety Program to achieve the following objectives:
 - a. establish safety communication responsibilities;
 - b. develop and maintain operational plans 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 processes are a part of daily operations; and
 - f. promote a safety culture to safeguard employees and state resources.
2. The administrator will fulfill the following duties:
 - a. assign a local safety coordinator for each facility or 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;
 - c. meet regularly with the local safety committee and other appropriate staff to develop an assessment of risk for all operations and areas of responsibility;
 - d. closely monitor identified areas of risk and attempt to remedy hazards;
 - e. report deficiencies (that may not be corrected with available resources) to the Department Emergency Preparedness Manager with recommendations for corrective action;
 - f. 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; and
 - g. 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) submission of a final report detailing a fire investigation to the administrator, Department Director, and State Fire Marshal.
3. In coordination with the Department Emergency Preparedness Manager, the Executive Team will discuss, review, and support relevant recommendations and investigations throughout the Department and advise administrators regarding the adoption of risk management plans and, when necessary, administrative or legal action.

B. Department-Wide Safety Program Organization and Responsibilities

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;
 - e. report deficiencies identified in inspections not remedied with available resources to facility or program administrators; and
 - f. ensure corrective actions are implemented and report any deficiencies to the Director;
2. The Department Safety Committee will include the Department Emergency Preparedness Manager, local safety coordinators, and additional members appointed by the Executive 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 the Department of Administration (DOA):
 - 1) Risk Management and Tort Defense Division (RMTD) for support and guidance; and
 - 2) 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 of the Department Safety Committee.
2. Local safety committees:
 - a. consist of individuals appointed by the division, facility, or program administrator; and
 - b. will ensure accountability and coordination of safety issues for each division, facility, or program.
3. Members are responsible for fulfilling the following duties:
 - a. establishing safety objectives;
 - b. ensuring prevention programs are in place and adequate;
 - c. conducting monthly meetings to discuss safety incidents, issues, or deficits identified including accidents, injuries, and illnesses related to the workplace;
 - d. submitting meeting minutes to the administrator and the Department safety coordinator;

- e. recommending corrective action for safety incidents, issues, or deficits identified, monitoring the resolution, substantiating sustained improvement, and submitting reports of non-compliance with a corrective action plan to the administrator;
 - f. participating in, and requiring staff participation in, safety training and coordinating supplemental training with outside agencies, when necessary;
 - g. recommending additional training for staff to the administrator;
 - h. monitoring workplace for compliance with applicable standards for conditions and safety equipment and reviewing needs and requests for personal protective equipment;
 - i. ensuring 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. ensuring maintenance of a record-keeping system documenting compliance with applicable standards including, when necessary, certification of the facility's water and sewer systems;
 - k. reviewing inspection reports and drill reports including reports of annual inspections conducted by State Fund, State Fire Marshal, Department of Public Health and Human Services (DPHHS), and other regulatory agencies; and
 - l. reviewing any post-occupancy, construction, or renovation plans for safety hazards.
4. Upon receipt of a *Near-Miss Incident Report* 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.
- a. This investigation will assist in determining what, if any, action needs to be taken to prevent future safety issues and should be conducted within 4 business days of the incident or accident occurrence.

D. Supervisor and Employee Responsibilities

1. Department employees are responsible for:
 - a. maintaining awareness of potential fire hazards;
 - b. successfully completing required training; and
 - c. adhering to applicable state and federal safety and health regulations, and Department policies, procedures, and General Safety Rules.
2. For near-miss incidents, employees 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 employee's shift, but not later than 24 hours of the near-miss incident.
3. After completion of the *Near-Miss Incident Report* form, the supervisor will forward it to the local safety coordinator.

E. Reporting an Accident or Occupational Disease and Workers' Compensation

1. Employees will report all work-related injuries or occupational diseases to their immediate supervisors within 24 hours of their occurrence.
2. If medical care is necessary, the supervisor should encourage and assist employees to obtain the required care.
3. Employees and their supervisor must complete the *Employee/Supervisor Accident Report* form within twenty-four hours of accident occurrence and, if medical attention is necessary, a *First Report* form.

4. The *First Report* form must be submitted to Human Resources for further processing in accordance with *DOC 1.3.3 Workers' Compensation and Early Return to Work*. The *Employee/Supervisor Accident Report* form must be submitted to the local safety coordinator for review by the Incident Analysis Team.

F. Training

1. Local fire agencies may be asked 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 3.2.12 Control and Use of Hazardous Materials*;
 - 6) internal and external evacuation in accordance with *DOC 3.2.5 Internal Evacuation* and *DOC 3.2.6 External Evacuation*;
 - 7) processes 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:
 - a) 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.
 - b) 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.
 - c) Class C: electrical equipment; the use of an electrically nonconductive extinguishing agent is required including carbon dioxide and dry chemicals.

V. CLOSING

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

VI. REFERENCES

- A. §§ 2-15-112; 53-1-203, MCA
- B. *DOC 1.3.3 Workers' Compensation and Early Return to Work*; *DOC 3.2.5 Internal Evacuation*; *DOC 3.2.6 External Evacuation*; *DOC 3.2.12 Control and Use of Hazardous Materials*

VII. FORMS

- DOC 1.1.14 (A) General Safety Requirements*
- DOC 1.1.14 (B) First Report*
- DOC 1.1.14 (C) Employee/Supervisor Accident Report*
- DOC 1.1.14 (D) Incident/Accident Analysis*
- DOC 1.1.14 (E) Near-Miss Incident Report*