

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
319**

**WORKPLACE SAFETY
(Temporary)**

Supersedes: AR 319 (11.8.04)

Effective Date: 02.08.08

AUTHORITY; NRS 199.300; 200.571; 200.575; 201.255; 202.840; 203.119; 207.180; 209.131; 618.353; 618.375; NAC 284.650; NAC 618.540

RESPONSIBILITY

All Department employees are responsible to have knowledge of and comply with this regulation.

319.01 TRAINING

1. The Training Division shall present topics on workplace safety and workplace violence in Pre-Service Training.
 - All new employees are required to sign a receipt to acknowledge being provided a copy of the pamphlet, *Nevada Workplace Safety*, and having viewed the safety video, *Workplace Safety: Your Rights and Responsibilities*.
 - The signed receipt will be placed in the employee's personnel file.
2. The Training Division shall present topics on workplace safety and workplace violence in Refresher Training every 2 years beginning in 2008, or as required.
 - All employees are required to sign an acknowledgement form indicating they received this training.
 - The signed acknowledgement form will be placed in the employee's training file.
3. All proposed safety and health training programs shall be reviewed by the Department's Compliance Enforcement Supervisor for review and approval prior to implementation.

319.02 SAFETY RULES

1. All employees are expected to follow safe practices and cooperate with the safety committees.
2. All safety rules are to be followed:
 - Take no unnecessary chances;

- Use all safety guards and safety equipment; and
 - Make safety a routine part of the job.
3. All work-related injuries and illnesses are to be reported as outlined in AR 329.
 4. Safety hazards are to be reported immediately through the chain of command.
 - Supervisors shall enforce safety rules.
 - Supervisors shall maintain a safe and healthy work environment by identifying and controlling unsafe work practices and procedures.
 - Supervisors are required to forward a copy of all C-1 and C-3 reports to the loss control coordinator either directly or through the institution's workers compensation liaison per AR 329.
 5. The Department shall furnish proper and safe tools and equipment to include any personal protective equipment necessary.
 6. Supervisors shall immediately investigate all reported accidents and injuries in accordance with AR 329.
 7. Employees are encouraged to submit suggestions or comments regarding the workplace safety program through any safety committee member.

319.03 SAFETY COMMITTEES – CENTRAL OFFICE

1. The Department shall establish a Safety Committee at the central administration offices to develop and implement the statewide safety program.
 - The Safety Committee will have a minimum of four members and will include at least one elected employee representative.
2. Members of the Safety Committee should include:
 - One representative from each functional area, such as accounting, fiscal services, offender management, medical, purchasing, personnel, inmate services, and at least one employee representative who is selected by the employees.
 - Each employee representative will serve a minimum term of one year not to exceed a maximum of three years.
3. Elections should be announced and conducted at each location.
 - A notice of vacancy/election shall be posted in an area accessible to all employees as team vacancies occur.
 - The notice shall include the purpose and duties of the team and the frequency of meetings.

- Employees interested in serving on the team should submit their interest through their chain of command.
- The election shall be by ballot distributed to all employees.

4. The duties of the Safety Committee for central office should include, but are not limited to:

- Assist in the development of administrative regulations.
- Monitor all safety teams and provide guidance, information, and assistance as needed.
- Oversee the identification and assessment of training needs, perform inspections, and audit the overall workplace violence program.
- Identify patterns that may indicate causes and severity of safety incidents and identify changes necessary to correct these hazards.
- Develop forms and checklists, oversee the development of operational procedures, and address other issues unique to specific institutions or facilities.
- Ensure that appropriate staff is trained to respond to and investigate reported accidents and hazards.
- Make arrangements for and provide updated training as necessary.
- Ensure that all required safety posters and information are posted in a place accessible to all employees.
- Review safety reports and make recommendations to management based upon those reviews.
- Ensure that the Safety Committee's records are kept and a copy provided to the Compliance Enforcement Supervisor utilizing all records retention schedules.

5. Safety meetings shall be held at least quarterly.

- Additional meetings may be scheduled as deemed necessary.
- Minutes should be kept of all meetings.
- Minutes shall be maintained for at least three years by the chairperson.
- A copy of the minutes shall be forwarded to the Compliance Enforcement Supervisor.

6. Members of the Safety Committees should be compensated as if they are engaged in their usual work activities whether attending meetings, conducting authorized inspections, or any other team-related activity.

- Team-related activities should be conducted during normal working days and hours, unless otherwise approved by the Warden or Compliance Enforcement Supervisor.

319.04 SAFETY COMMITTEES – INSTITUTIONS

1. The Wardens shall each establish a Safety Committee for their institution and related facilities..
2. Members of the Safety Committee should include:
 - The Associate Warden, who shall serve as chair.
 - One representative from each functional area, such as food services, custody, maintenance, and at least one employee representative who is selected by the employees.
 - Each facility that falls under an institution shall have one representative.
 - Each employee representative will serve a minimum term of one year, not to exceed a maximum of three years.
3. Elections should be announced and conducted at each location.
 - A notice of vacancy/election shall be posted in an area accessible to all employees as team vacancies occur.
 - The notice shall include the purpose and duties of the team and the frequency of meetings.
 - Employees interested in serving on the team should submit their interest through their chain of command.
 - The election shall be by ballot distributed to all employees.
4. Duties of the Safety Committee should include but are not limited to:
 - Assess the vulnerability to workplace safety based upon reviewed incident reports.
 - Coordinate and recommend preventive actions.
 - Identify and assess training needs, perform inspections, respond to and analyze reported incidents, and audit the institution's workplace safety program.
 - Review safety incidents at the institution and any facility associated with said institution.
 - Analyze and review existing records identifying patterns that may indicate causes and severity of safety incidents and identify changes necessary to correct these hazards.
 - Develop operational procedures and identify other issues that are unique to the institution that will be approved by the safety committee.
 - Conduct or assist with safety inspections to determine underlying causes of incidents or hazards and assist in developing preventive measures to avoid major incidents.
 - Support a safe and healthy work environment by identifying and controlling unsafe working conditions, practices, and procedures.

- Alert management to the need for proper tools, equipment, and safety mechanisms.
 - Verify that employees have attended required training and that they are familiar with applicable safety rules and hazards.
 - Make scheduled safety checks and forward reports to the Compliance Enforcement Supervisor.
 - Ensure that all required safety posters and information are posted in a place accessible to all employees.
 - Communicate safety issues between management and employees.
 - Communicate unresolved safety issues and hazards to the Compliance Enforcement Supervisor.
5. Safety meetings shall be held at least monthly.
- Additional meetings may be scheduled as deemed necessary.
 - Minutes should be kept of all meetings.
 - Minutes shall be maintained for at least three years by the chairperson.
 - A copy of the minutes shall be forwarded to the Compliance Enforcement Supervisor.
6. Members of the Safety Committees should be compensated as if they are engaged in their usual work activities whether attending meetings, conducting authorized inspections, or any other team-related activity.
- Team-related activities should be conducted during normal working days and hours, unless otherwise approved by the Warden or Compliance Enforcement Supervisor.

APPLICABILITY

1. This regulation requires an Operational Procedure for all institutions, facilities, and Divisions.
2. This regulation requires an audit.

REFERENCES

State Administrative Manual section 0521(8)
CFR 29.1910, OSHA

Howard Skolnik, Director

Date