



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/ Simone Marsteller

**Date:** 9/03/2019

**Subject:** Safety

**Section:** FDJJ - 1305

**Originating Office:** Program Accountability

**Authority:** Section 284.50 Florida Statutes

**Related References:** Safety Handbook

**Purpose:** This policy establishes a safety program within the Department of Juvenile Justice to ensure all employees work in an environment that is safe, and that awareness of personal responsibility for safety in the workplace is maintained.

**Offices Affected by the Policy:** All offices within the Department of Juvenile Justice (DJJ).

## **POLICY STATEMENT:**

- The Department shall have formal procedures to provide and maintain safe working conditions, equipment, and systems of work for its entire staff. Such procedures shall provide information, training and supervision as necessary for the execution of the safety program.
- The use of a cellular telephone or other wireless communication device, while driving a Department owned vehicle, rental car or personal vehicle on state business is permitted only when the device is used with available hands-free listening device technology such as a Bluetooth earpiece, a wired earbud or vehicle mounted hands-free technology. Violation of this policy may result in discipline up to and including dismissal.
- The Executive Leadership Team (ELT) shall be responsible for requesting and allocating (when funding is available), the resources necessary to correct unsafe conditions in their program areas and administrative offices and promoting a safe working environment in their area of responsibility.
- The Department shall ensure that regular and periodic safety inspections are conducted in all DJJ-operated programs and facilities.
- The Department shall ensure that there is a facility evacuation plan, approved by the local Fire Marshal, in every state-operated or state-owned provider-operated facility. The evacuation plan shall be posted conspicuously throughout the facility.

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- All job-related employee accidents shall be investigated promptly and thoroughly to determine root causes and counter-measures to prevent future occurrences when possible.
- The Department shall establish a program to promote increased safety awareness among all Department employees.
- The Department shall develop and maintain a safety website for the posting of periodic safety bulletins and information.
- The Department shall maintain a membership on the Interagency Advisory Council on Loss Prevention.
- The Secretary shall appoint a statewide Safety Coordinator for the Department who will be responsible for the Department's safety program and for training and technical assistance for Department staff as necessary.
- The Department shall monitor and distribute Worker's Compensation reports to ELT members and designated staff on a monthly basis in an effort to continually reduce Worker's Compensation claims by reducing accidents and injuries.

**PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.