



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Safety Procedures

Related Policy: FDJJ - 1305

I. DEFINITIONS

Accident – An unexpected, undesirable, job-related event that involves an employee and/or youth that results in a personal injury.

Accident Investigation Form (Attachment 4) – Report produced by the Accident Investigation Team that provides thorough information and counter measures concerning an accident.

Accident Investigation Team – Team consisting of at least two staff members appointed to investigate an accident and provide written recommendations for prevention of future occurrences. The scope of the team's investigation will include gathering facts, analyzing causes, developing conclusions, and providing recommendations to eliminate future occurrences.

Executive Leadership Team (ELT) – The ELT consists of the Secretary, Deputy Secretary, Chief of Staff, Inspector General, General Counsel, Assistant Secretaries, and Directors.

First Report of Injury or Illness (Attachment -1) – Form used to report injury or death to the workers' compensation carrier.

Headquarters Safety Committee – Designated employees at headquarters who meet to discuss safety-related issues. The ELT or Headquarters Bureau Chiefs appoint members to this committee.

Near Miss – A narrowly avoided accident that could have resulted in an injury.

Regional Director – Senior manager in charge of the administrative and operational aspects of a region within the Department. The nine regional directors manage: Detention (North, Central, and South), Probation (North, Central, and South), and Residential (North, Central, and South).

Root Cause – The causal factor(s) that, if corrected, would prevent recurrence of the accident.

Safety Administrator – A person appointed by a facility or administrative official to assist the Facility Manager or Superintendent with performing safety-related duties.

Safety Coordinator – A person appointed by the Secretary who is responsible for the loss prevention program, ensuring job-related accidents are investigated and a Safety Program is established.

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II. STANDARDS/PROCEDURES

A. Development of Agency-Wide Workplace Safety Program:

1. The Department's Safety Coordinator shall develop the Department's Safety Program.
2. The Safety Program shall include a plan to reduce workplace accidents with the use of safety committees, facility inspections, accident investigations, and recommendations for the prevention of accidents, training, technical assistance, safety flyers and bulletins, safety awards, and other means.
3. The Safety Program shall include a requirement that every state-operated or state-owned provider-operated facility must have an Emergency Evacuation Plan, approved by the local Fire Marshal, and posted conspicuously throughout the facility.
4. The Safety Program shall be approved by the Secretary, reviewed each year and amended as needed.
5. The status of the Safety Program shall be reported to the ELT at least annually.

B. Use of Wireless Communication Devices While Driving:

1. Wireless communication is defined as manually typing characters into a wireless communication device or reading data on such a device for non-voice communication. This does not include using such a device for navigational purposes, receiving messages related to safety information, or radio broadcast. In order to maintain safe driving conditions, the vehicular use of a cellular telephone or other wireless communication device is permitted only when the device is used with available hands-free listening device technology such as a Bluetooth earpiece, a wired ear-bud or vehicle mounted hands-free technology. Employees must be able to maintain both hands on the steering wheel of the vehicle they are operating while using the device.
2. Employees will refrain from dialing calls while the vehicle is in motion. To place an outgoing call, employees should pull their vehicle off the road and stop in a safe location or use voice or speed dialing features to minimize driver distraction.
3. The use of wireless voice/data communication devices, either Department or personally owned, for data communication (i.e., sending or receiving text messages or emails) while driving a Department owned vehicle, rental car, or personal vehicle while on state business is **prohibited**. Violation of this policy may result in discipline up to and including dismissal.

C. Establishment of Headquarters Safety Committee and Meetings:

1. The Chief of Staff shall appoint employees, in writing, to serve on the Headquarters Safety Committee.
2. The Headquarters Safety Committee shall meet at least biannually.

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3. Agendas and minutes for each meeting shall be prepared and disseminated to all Department staff.
4. The Headquarters Safety Committee shall advise the Secretary on all matters regarding workplace safety and implement special projects to reduce workplace accidents as needed.
5. The Safety Coordinator shall be responsible for keeping the Department's Safety web site current.

D. Local Safety Awareness and Responsibilities:

1. A Safety Administrator shall be appointed by the Assistant Secretary, Superintendent, Facility Manager, or appropriate Chief for each facility or office.
2. All staff at the facility or office shall receive and remain current on appropriate safety training.
3. Safety awareness among all staff shall be maintained through safety bulletin boards, flyers, and through routine discussions and meetings on safety within the facility.
4. The Safety Administrator shall serve as the point person for all safety-related issues for their respective office or facility.
5. Safety issues shall be discussed at all staff meetings, with the discussion recorded in the staff meeting minutes.
6. Recommendations on safety enhancements emanating from staff meetings or other safety discussions shall be implemented in the facility when appropriate and reasonable.
7. The Safety Administrator or designee shall participate in program area conference calls.
8. The safety record and Workers' Compensation levels for the facility shall be displayed prominently for all staff.

E. Conduct Facility, Office, and Equipment Safety Inspections:

1. Safety inspections shall be conducted at least biannually using the Safety Checklist (Attachment 2) for their respective workplaces in the facility or administrative office. These records shall be maintained on-site for at least three (3) years.
2. A copy of the biannual inspection report and all corrective actions shall be provided to the Safety Coordinator with 15 working days following the biannual inspection.
3. Conditions and practices that have the potential to cause injury or illness to employees or cause significant property damage will be identified and corrected as expeditiously as possible. Issues identified shall be included on a corrective action plan with time frames for their correction, unless the issue can be corrected immediately.
4. All first aid kits and fire extinguishers in work areas shall be maintained.

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5. Emergency contact numbers shall be posted in all work places.

F. Conduct Accident Investigations and Implement Corrective Action(s):

1. An accident investigation team shall be appointed as appropriate within three (3) days after the occurrence of an accident.
2. The Accident Investigation Team shall conduct a thorough investigation of all individuals, systems and areas involved in an accident.
3. The Team shall not interfere with any law enforcement, Inspector General, federal, state, or local authorities that are involved in investigations regarding an accident.
4. The Accident Investigation Team shall use the Accident Investigation Form (Attachment 4) to complete the accident investigation. The Team shall examine the facts, review the accident scene, and conduct interviews with witnesses and those involved in the accident.
5. The Team shall analyze the facts and review all material to determine root causes of safety issues and concerns. The Team shall develop conclusions and counter measures supported by the facts and compiled material.
6. The report shall be completed within three (3) working days after the investigation is completed and contain an objective analysis of the facts, root and contributing causes, and counter-measures that can be used to prevent future occurrences.
7. The Accident Investigation Team shall submit the accident investigation report to the appropriate ELT Member, Chief, Facility Manager, or Superintendent who was responsible for appointing the investigation team. A copy of the report shall be submitted to the Safety Coordinator.
8. A corrective action plan shall be implemented in accordance with recommendations contained in the report, and monitored for completion by the Safety Administrator. A copy of the report of completed corrective actions shall be sent to the Safety Coordinator.
9. Compliance with corrective plans shall be reported to the appropriate ELT Member, Chief, Facility Manager, or Superintendent.

G. Evaluation and Assessment of Accident Reports and Corrective Actions:

1. The Safety Coordinator shall review the contents of accident investigation reports for completeness.
2. The Safety Coordinator shall compile accident reports by individual employee and facility for analysis and targeting of technical assistance to enhance safety in the workplace.
3. The Safety Coordinator shall report accident analysis by individual employee and facility to the appropriate Assistant Secretary for particular program areas at least quarterly.
4. The Safety Coordinator shall identify statewide issues and best practices to share with the safety committees and Department management statewide.

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5. The appropriate Assistant Secretary or Director shall review accident analysis reports submitted by the Safety Coordinator at least quarterly, and identify strategies for their particular program areas to enhance safety in the workplace and disseminate best practices statewide.
6. The Office of General Counsel and Bureau of Human Resources Workers' Compensation Administrator shall provide legal advice and technical assistance, as necessary, regarding accident cases that could potentially be processed as workers compensation claims.

III. RESPONSIBILITY AND DUTIES

A. Executive Leadership Team:

1. Members of the Executive Leadership Team are 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.

B. Safety Coordinator:

1. Shall, at the direction of the Secretary, develop and implement the loss prevention and Safety Program for the Department that will include a statement of safety policy and responsibility.
2. Shall ensure regular and periodic facility and equipment safety inspections of Department operated, state-owned or provider-operated facilities.
3. Shall ensure job-related employee accidents are investigated.
4. Shall provide assistance to the Department's administrative offices and facilities to coordinate safety committees, carry out facility and equipment inspections, conduct accident investigations, and develop corrective action plans.
5. Shall provide technical assistance and training, as needed, to the Safety Administrators statewide and the Headquarters Safety Committee.
6. Shall maintain copies of records and reports regarding all safety issues that are work-related for the Department.

C. Regional Directors:

1. The Regional Directors shall be responsible for ensuring the Department's Safety Program is implemented in their region, that assistance is provided when necessary to monitor the performance of the Safety Program, and to ensure corrective actions are implemented.

D. Facility Managers/Superintendents:

1. Shall be responsible for providing a safe working environment that is in conformance with State and Federal guidelines and in compliance with applicable standards, codes and regulations.
2. Shall appoint a Safety Administrator to assist with the Safety Program at each facility and administrative office.

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3. Shall ensure an Emergency Evacuation Plan, approved by the local Fire Marshal, is conspicuously posted throughout the facility.
4. Shall ensure employees at these locations receive appropriate training in Department safety policies and workplace hazards.

E. Safety Administrator at Facilities and Administrative Offices:

1. Shall be responsible for assisting the Facility Manager/Superintendent with ensuring a safe working environment that is in conformance with State and Federal guidelines and in compliance with applicable standards, codes, and regulations.
2. Shall be responsible for assisting the Facility Manager/Superintendent with providing training, determining needs for personal protective equipment, assessing job-related safety issues and maintaining the employee records of all safety training conducted at their facility or administrative office.
3. Shall be responsible to assist, as needed, in investigating accidents at the facility.
4. Shall be responsible for conducting safety inspections, at least biannually, at the facility and to maintain records of such.
5. Shall be responsible for developing corrective action plans as appropriate in response to facility inspections or accident investigations.
6. Shall be responsible for participating in safety conference calls with other Safety Administrators and the Safety Coordinator.

F. Headquarters Safety Committee Members:

1. Shall be responsible for evaluating the effectiveness of and recommending improvements to the Department's safety rules, policies and procedures, and prevention programs in the workplace.
2. Shall accept and address complaints and suggestions from employees, provide assistance for the thorough review of accidents, and determine the cause of accidents to prevent recurrence.

G. General Counsel:

1. Shall provide legal advice as necessary for accident incidents that may need to be processed as Workers' Compensation claims.

H. Bureau of Human Resources Workers' Compensation Administrator:

1. Shall receive and log First Report of Injury or Illness forms (Attachment 1).
2. Shall provide assistance to circuit offices and injured workers regarding workers' compensation questions, provides information to the Workers' Compensation carrier, payroll, and attendance/leave sections.

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3. Shall maintain all records of eligible employees performing alternate duties and coordinate with the Regional HR Liaison to track alternate duty assignments.

I. Department Staff:

1. Shall perform all work tasks in a safe manner and take immediate action when an accident occurs to arrange for the care of the ill or injured employee. In all cases requiring emergency medical treatment, staff shall immediately call or have a co-worker call to request emergency assistance.
2. Shall always inform their supervisor immediately of any accidents or near misses.
3. When required, staff shall properly wear and use required clothing and personal protective equipment.

IV. ATTACHMENTS

[First Report of Injury or Illness \(Attachment 1\)](#)

[Safety Checklist \(Attachment 2\)](#)

[Employee Safety Handbook \(Attachment 3\)](#)

[Accident Investigation Form \(Attachment 4\)](#)