



## SCDC POLICY/PROCEDURE

Change 1 to ADM-16.03: [4.4](#)

**NUMBER: ADM-16.03**

**TITLE: OCCUPATIONAL SAFETY AND HEALTH PROGRAM**

**ISSUE DATE: MARCH 1, 2006**

**RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS**

**OPERATIONS MANUAL: ADMINISTRATION**

**SUPERSEDES: ADM-16.03 (April 30, 1999); Change 1 (March 12, 2001); Change 2 (December 21, 2001); Change 3 (October 14, 2003); Change 4 (February 25, 2004)**

**RELEVANT SCDC FORMS/SUPPLIES: 22-7**

**ACA/CAC STANDARDS: REFER TO SAFETY MANUAL**

**STATE/FEDERAL STATUTES: REFER TO SAFETY MANUAL**

**THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**PURPOSE:** To develop and maintain a program that provides guidelines and directives concerning occupational safety and health requirements; and to promote and encourage accident prevention and general workplace safety.

**POLICY STATEMENT:** In keeping with the South Carolina Department of Corrections (SCDC) commitment to provide a safe and professional correctional environment in which to work and to conduct activities associated with the Agency's mission, a meaningful and comprehensive Safety and Health Program has been established. The program is structured and will be managed in a way: (a) to prevent accidents and to protect employees and inmates from injuries, and (b) to comply with federal and state laws and with nationally recognized codes, regulations, and standards pertaining to safety, health, and the environment. Every employee and every inmate will be expected to conduct himself/herself in a manner that is consistent with personal safety and the safety of others. Every supervisor and manager will be expected to monitor the safety practices of employees and inmates for whom s/he is responsible, and to enforce compliance with all guidelines and directives. The Agency will publish, and also update whenever needed, a Safety Manual which contains the applicable guidelines and directives, and will provide the Manual in those locations identified by the Safety Program Manager as necessary for reference access.

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## **SPECIFIC POLICY/PROCEDURES:**

### **1. SAFETY AND HEALTH PROGRAM ORGANIZATION AND STAFFING:**

**1.1** The Division of Operations will manage the Agency's Safety and Health Program.

**1.2** The Safety Program Manager, in the Division of Operations, will be responsible for the coordination of accident prevention, safety emphasis, and continuing education.

**1.3** The Safety Program Manager will be provided support in carrying out his/her duties through training opportunities, code books, and reference materials; by access to administrative services; and with the cooperation of Executive Staff, Division Directors, Wardens, and other management team members.

**1.4** Each Level II and Level III institution will designate an employee as the Environmental Health and Safety Officer (EHSO) whose primary duties will be to coordinate and monitor all aspects of the Agency's Safety and Health Program at his/her facility. At Level I institutions, the EHSO may have additional duties as determined by the Warden; however, the other responsibilities should not prevent the EHSO from carrying out his/her duties related to the Safety and Health Program. Each EHSO will be jointly selected and dually supervised by the Safety Program Manager and the Warden of the institution. Each institution will also assign an employee as an alternate EHSO to assist the designated EHSO as needed and to assume the duties in the absence of the designated EHSO.

**1.5** Divisions with worksites outside the traditional office setting will designate an employee to fulfill the duties of an EHSO. The employee may have additional duties as determined by the respective Division Director; however, the other responsibilities should not prevent the employee from carrying out his/her duties related to the Safety and Health Program.

### **2. SAFETY MANUAL:**

**2.1** The Agency will publish, and update as needed, a Safety Manual for information and guidance to employees on matters related to workplace safety, accident prevention, and occupational health and safety requirements.

**2.2** The Agency's Safety Manual will be available for reference in the Administration Policy Manuals and at other locations identified by the Safety Program Manager as necessary for reference access. This policy/procedure and the Safety Manual may also be issued to employees who have been identified as needing the Manual to carry out their primary duties.

### **3. SAFETY COMMITTEES:**

**3.1** The SCDC will have a Central Safety Committee chaired by the Safety Program Manager or, in his/her absence, chaired by a designee of the Division of Operations. The committee members will be appointed by the Agency Director/designee and will include representation from the respective offices which comprise of the Executive Staff. Among the committee's duties will be the review of accidents at all levels and, if appropriate, recommendations for corrective action.

**3.2** Each institution and work-site will have a Safety Committee chaired by the EHSO or, in his/her absence, chaired by a designee of the responsible Warden or Division Director. The institutional committee members will be appointed by the responsible Warden and will include representation from each major functional area of the facility. The divisional committee members will be appointed by the Division Director and will include representation from each Branch or other functional area of the Division. Among every committee's duties will be the review of all inspection reports pertaining to the respective facility or work site and the review of all accidents, injuries, and safety-related problems, as well as submitting recommendations for accident prevention and for environmental improvement where appropriate.

### **4. SAFETY INSPECTIONS AND DRILLS:**

**4.1** Frequent inspections of all institutions, buildings, property, equipment, and work sites will be conducted by responsible staff members for the purpose of detecting safety hazards and unsafe practices. Inspections will be conducted according to schedules stipulated in the Safety Manual and/or as specified in SCDC Policies/Procedures.

**4.2** All inspections by external authorities will also be used to identify areas and situations in need of improvement for the benefit of employee and inmate health, safety, and environmental protection.

**4.3** Reports on the findings of all inspections will be evaluated and responded to by the responsible managers and supervisors in a timely and a conscientious manner, and according to deadlines and directives as stipulated in the Safety Manual and/or as specified in SCDC Policies/Procedures.

**4.4** Fire drills and other emergency response drills will be conducted at all institutions and buildings for the purpose of ensuring that employees and inmates are informed of the appropriate procedures to follow, and to verify that doors, locks, and equipment are in proper working order. *These drills will be properly documented on SCDC Form 22-7, "Fire Drill Report," in the institution's Control Room Log Book, and in the Area/Housing Unit Log Book. The drills will be recorded on the appropriate page for the date and time of the drill, as well as in the rear of the log book for quick reference. The documentation in the log books will include all information as required on the 22-7 form.* (Amended by Change 1, dated February 9, 2011.)

## **5. DEFINITIONS: NONE**

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**s/Jon E. Ozmint, Director**

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