

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u> 1 </u> OF <u> 2 </u>
Safety and Health Committee	NUMBER: 10-SAF-09
RULE/CODE REFERENCE:	SUPERSEDES: 10-SAF-09 dated 11/06/03
RELATED ACA STANDARDS: 4-4420; 2-CI-1A-5; 4-APPFS-3E-01	EFFECTIVE DATE: October 3, 2011
:	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish procedures and outline practices to be followed in establishing and operating a Safety and Health Committee.

III. APPLICABILITY

This policy applies to all staff and all independent contractors performing services for the Department of Rehabilitation and Correction.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to establish and operate a Safety and Health Committee for the Operation Support Center (to include OPI and the Corrections Training Academy), the Division of Parole and Community Services, and all correctional institutions.

VI. PROCEDURES

- A. A Safety and Health Committee shall be established at each Department of Rehabilitation and Correction institution and each geographic district or region to address safety and health concerns of both staff and offenders.

- B. The Safety and Health Committee shall be comprised of equal representation between labor and management in accordance with union contracts. The Safety and Health Coordinator shall serve as an advisor to the committee and shall not be considered as a member of the committee.
- C. The committee shall be co-chaired by a labor and an employer representative.
- D. The general responsibility of each Safety and Health Committee will be to provide staff, contractors, interns, and volunteers with a safe and healthful work setting by recognizing hazards, recommending abatement of hazards, and recommending and providing education programs for employees and offenders. To fulfill this responsibility, the committee shall:
1. Meet at least quarterly;
 2. Arrange quarterly inspections to detect, evaluate, and offer recommendations for reduction and control of potential safety and health hazards, including any working alone situations;
 3. Discuss all items pertinent to the safety and health of staff and offenders in the workplace, review input from staff and inmate workers, and offer recommendations for solutions;
 4. Review significant occupational injury and illness reports for the purpose of hazard control and abatement per Department Policy 10-SAF-15, Employee Accident Reporting and Analysis;
 5. Promote safety and health education; and
 6. Maintain and review minutes of all safety and health committee meetings.