

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Injury Prevention Plan	PAGE <u> 1 </u> OF <u> 5 </u> NUMBER: 10-SAF-14
RULE/CODE REFERENCE:	SUPERSEDES: 10-SAF-14 dated 08/01/09
RELATED ACA STANDARDS: 2-CI-1A-6	EFFECTIVE DATE: July 17, 2010
	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 an injury prevention program for staff and inmates.

III. APPLICABILITY

This policy applies to all staff, inmates, and those individuals under contract with the Department of Rehabilitation and Correction.

IV. DEFINITIONS

Bureau of Workers' Compensation 10-Step Business Plan – A process for managing an effective safety and health program, which includes the following ten elements:

1. Visible active senior management leadership;
2. Employee involvement and recognition;
3. Medical treatment and return to work practices;
4. Communication;
5. Timely notification of accidents/claims;
6. Safety and health process coordination/education;
7. Orientation and training;
8. Written and communicated safe work practices;
9. Written safety and health policy;
10. Recordkeeping and data analysis.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to protect the health and safety of all staff, inmates, or others through an injury prevention program.

VI. PROCEDURES

A. Injury Prevention Plan Development and Maintenance

1. Each institution/office shall establish a written injury prevention plan and program to eliminate occupational injuries and illnesses to staff and inmates, through the use of the Bureau of Workers' Compensation 10-Step Business Plan.
2. Each institution/office shall appoint a 10-Step Coordinator, who must be an exempt member of the executive staff, to oversee the establishment, implementation, and continuation of the 10-Step Business Plan.
3. Facilities are not required to convene a separate 10-Step Committee to manage the 10-Step Business Plan. In addition, compulsory, periodic reporting to central office is not required in managing the 10-Step Business Plan. However, the written 10-Step Business Plan must be kept updated and available for review upon request.

B. Components of the 10-Step Business Plan

1. STEP 1 - Visible active senior management leadership shall be established at each institution/office by:
 - a. Authorizing necessary resources for accident prevention.
 - b. Discussing safety processes and improvements regularly during staff or employee meetings.
 - c. Ensuring management is held accountable for accident prevention activities and for managing accident-prevention processes.
 - d. Annually assessing the success of the safety process.
 - e. Encouraging employees to take an active part in maintaining a safe workplace.
2. STEP 2 - Employee involvement and recognition shall be established at each institution/office by:
 - a. Implementing safety and health involvement teams, focus groups or safety and health committees.
 - b. Utilizing employees for accident investigation analysis and assessment.
 - c. Utilizing employees to conduct safety and health inspections.
 - d. Utilizing employees as instructors for safety and health training programs.
 - e. Recognizing employees for excellence in accident prevention, for suggestions on safety and health improvements, and for continuous contributions to the safety and health program.

3. STEP 3 – Medical treatment and return to work practices shall be established at each institution/office by:
 - a. Providing injured employees with a packet of information that includes the Department’s expectations regarding pre-injury and post-injury procedures with appropriate documentation.
 - b. Providing medical attention to inmates injured on the job.
 - c. Immediate reporting of injuries and illnesses to a supervisor in accordance with all agency policy requirements.
 - d. Regular communication with injured or ill employees who are off work.
 - e. Investigation of all injuries or illnesses within 24 hours to identify process and corrective measures.
 - f. Evaluating all Workers’ Compensation claims for employee participation in the Transitional Work Program in accordance with Department Policy 36-LEV-05, Return to Work Partnership Program.

4. STEP 4 - Safety and health communication shall be established at each institution/office by:
 - a. Periodic memorandums from upper level management giving feedback on performance goals and expectations concerning injury prevention and claims management.
 - b. A process for upward and downward communication throughout the institution/office, including obtaining and responding to employee/inmate suggestions.
 - c. Communication with staff/inmates through memos, bulletin boards, staff meetings, informal safety meetings.

5. STEP 5 - Timely notification of accidents/claims by:
 - a. Implementation of the procedures for staff accident reporting in compliance with Department Policy 10-SAF-15, Employee Accident Reporting and Analysis.
 - b. Holding supervisors accountable for recording any and all details concerning the nature and circumstances surrounding an injury/illness to staff/inmates.

6. STEP 6 - Safety and health process coordination shall be established at each institution/office by:
 - a. Utilization of the Safety and Health Coordinator to aid management, staff, and inmates to identify accident prevention and safety and health training needs through surveys, interviews, or similar methods.
 - b. Utilization of the Safety and Health Coordinator to aid supervisors in making changes or developing strategies that improve the facility’s safety systems and processes.
 - c. Utilization of the Safety and Health Coordinator to aid in identifying and communicating new safety and health requirements.

- d. Utilization of the Safety and Health Coordinator to assist area supervisors in job hazard analysis of all tasks performed by staff/inmates to determine potential hazards using the following steps:
 - i. Selecting jobs for analysis.
 - ii. Breaking each selected job into steps.
 - iii. Identify the hazards associated with each step.
 - iv. Eliminate or correct the hazard, and identify the need for personal protective equipment, if necessary.
 - e. A job hazard analysis shall be completed for all jobs identified through the accident and injury prevention trend analysis required in Department Policy 10-SAF-15, Employee Accident Reporting and Analysis, as well as any existing or new jobs that have the potential for injury. The analysis shall be completed by the work area supervisor using the Job Hazard Analysis form (DRC1943).
 - f. Compiling required injury and illness-related records. These records shall be evaluated to determine trends in accidents and for making recommendations to avoid future accidents.
 - g. Tracking progress on safety and health-related projects.
 - h. Utilization of the Safety and Health Coordinator to work with staff and inmates to optimize safe work practices.
7. STEP 7 - Safety and health orientation and training provided to staff and inmates:
- a. Training for staff shall be in compliance with the Department's orientation and in-service training policies and the annual training mandates distributed by the Corrections Training Academy. Job specific training for staff shall be conducted by the area supervisor prior to task assignment and shall include hazards that may be encountered, information on chemical hazards present, if applicable, and the proper use of personal protective equipment, if applicable.
 - b. Job specific training for inmates shall be conducted by the area supervisor prior to job assignment and shall include hazards that may be encountered, information on chemical hazards present, if applicable, and the proper use of personal protective equipment, if applicable. All inmate training conducted on safety practices shall be recorded on Inmate Training (DRC1953) or Acknowledgement of Safety Practices (DRC1177) for use in OPI shops only.
8. STEP 8 - Written and communicated safe work practices shall be established at each institution/office by:
- a. Establishing general safe work practices.
 - b. Establishing job-specific safe work practices.
 - c. Ensuring staff and inmates understand and follow safe work practices.
9. STEP 9 – Ensuring compliance with the Department's written safety and health policies through periodic monitoring and review, to include the following:
- a. Timely implementation of Department health and safety policies as they are developed and/or revised.

- b. Implementation of weekly and monthly inspections of all areas of the institution to ensure compliance with health and safety requirements, with timely response and corrective actions to identified deficiencies.
 - c. Timely response and corrective action to deficiencies identified through the internal management audit process.
 - d. Timely response and corrective action to deficiencies identified through external inspection processes.
10. STEP 10 - Recordkeeping and data analysis shall be established utilizing the following:
- a. Each facility shall report and maintain staff accident reporting data in compliance with Department Policy 10-SAF-15, Employee Accident Reporting and Analysis. This data shall be made available for review by the facility health and safety committee to evaluate trends in accidents and develop accident prevention recommendations and processes.
 - b. The facility health and safety committee shall review accident data, and related staff accident reports where needed, at least twice a year to evaluate trends in accidents and make recommendations for accident prevention processes and the need for potential safety and health training. Any identified need for additional staff health and safety training shall be communicated to the institution training advisory council for consideration in developing the annual training plan.
 - c. Each facility Safety and Health Coordinator shall maintain required Public Employee Risk Reduction Program (PERRP) injury and illness report forms for staff injuries/illnesses.

Related Department Forms:

Acknowledgement of Safety Practices	DRC1177 – For use in OPI Shops only
Job Hazard Analysis	DRC1943
Inmate Training	DRC1953