

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.171, 197.045; 101 KAR 2:150; 29 CFR 1910 & 1926 as adopted & amended in 803 KAR 2:018-505; ACA 5-2A-4124, 5-3B-4211 through 5-3B-4215, 5-7A-4455, 2-CO-3B-01, 3B-07, 3B-08, 3F-01, 3F-02-M, 3F-03-M, 3G-03, 3G-04, 3H-01, 3H-02, 1-CTA-2A-02, 1-CTA-3A-19, 1-CTA-3B-06, 1-CTA-3B-07, 1-CTA-3C-01—1-CTA-3C-05, 1-CTA-3F-01—1-CTA-3F-03</p>	<p>SAFETY MANAGEMENT SYSTEM</p>	
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I. DEFINITIONS

“Safety and Health Program” means a detailed set of policies and procedures designed to address a certain hazard or hazards in the workplace.

“Safety Director” means the Kentucky Department of Corrections staff member designated by the Commissioner to implement and manage the departmental safety management system.

“Safety Management System” means a systematic approach to managing safety elements in the workplace to minimize the risk of injury and illness.

“Site Safety Manual” means a customized and specific set of safety and health programs that apply to a given institution or Probation and Parole Office.

“Site Safety Officer” means the staff member designated by the Warden, or Probation and Parole District Supervisor, to oversee all elements of the safety management system at an institution or Probation and Parole Office.

II. POLICY and PROCEDURE

A. General

Occupational safety and health shall be regulated by the Kentucky Occupational Safety and Health (OSH) Program. The regulations shall be Kentucky OSH Standards for General Industry and Construction.

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1. Technical questions shall be referred to the Safety Director
2. Communication with Kentucky OSH shall be referred to the Safety Director, with the exception of OSHA reporting. OSHA reporting shall be conducted by the facility or Division Human Resource Administrator, in consultation with the Safety Director.
3. Site inspections initiated by Kentucky OSH shall result in an immediate notification of the Safety Director.

B. Background

The Kentucky Department of Corrections recognizes that correctional institutions and the Probation and Parole working environments present unique occupational safety and health challenges. The Kentucky OSH Program, under statutory authority of KRS Chapter 338, and through a state plan approved by the United States Department of Labor, Occupational Safety and Health Administration (OSHA), maintains authority for the enforcement and standards promulgation. The Kentucky OSH Standards for General Industry and Construction provide for appropriate action to reduce or eliminate many recognized hazards in our working environment. We recognize that our staff are our greatest asset and are committed to protecting them from all recognized safety and health hazards, as is required by law, and supported by the Kentucky Department of Corrections Safety Management System.

C. Safety Management System

The Kentucky Department of Corrections shall use a Safety Management System to reduce injuries, illnesses, and fatalities by systematically achieving compliance with the General Duty Clause and Kentucky OSH standards. The system consists of six (6) components as follows:

1. Management Commitment

This component requires demonstrating management leadership of safety and health.

2. Employee Participation

This component requires providing employees with opportunities for participation in establishing, implementing, and evaluating the Safety and Health Programs.

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3. Hazard Identification and Assessment

This component requires systematically identifying and assessing hazards to which employees are exposed and assessing compliance with the General Duty Clause and Kentucky OSH standards.

4. Hazard Prevention and Control

This component requires systematically complying with the hazard prevention and control methods of the General Duty Clause and Kentucky OSH standards.

5. Education and Training

This component requires providing employees with information and training in the relevant Safety and Health Programs, and that each employee exposed to a hazard is provided with information and training in that hazard.

6. Program Evaluation and Improvement

This component requires continual evaluation of the Safety and Health Programs to ensure that they are effective and appropriate to workplace conditions.

D. Specific Instructions

1. Each institution shall establish a Safety Management System Institutional Policy and Procedure to define methods of implementing this Safety Management System.

2. Each institution shall be required to develop specific methods to fulfill each element of the Safety Management System, with respect to the unique occupational safety and health challenges they face. These specific methods, including all relevant Safety and Health Programs, shall be included in the institution's Site Safety Manual.

The Site Safety Manual shall be established and updated by the Site Safety Officer, in collaboration with the Safety Director, and approved by the Warden.

3. Each Probation and Parole Office shall be required to develop specific methods to fulfill each element of the Safety Management System, with respect to the unique occupational safety and health challenges they face. These specific methods, including all relevant Safety and Health Programs, shall be included in the Probation and Parole Office's Site Safety Manual.

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The Site Safety Manual shall be established and updated by the Site Safety Officer, in collaboration with the Safety Director, and approved by the Probation and Parole District Supervisor.