Florida Department of Juvenile Justice

Employee Safety Handbook

Statement of Safety Policy

At the Florida Department of Juvenile Justice (DJJ), the personal safety of our employees, guests and vendors is of primary importance. The Department has designated and implemented a safety program to enhance the personal safety of every employee. Our goal is to eliminate workplace injuries.

The safety program relies upon the cooperative support of staff to achieve a sound occupational and safety climate. Open communication regarding ideas and actions needed to achieve a safe working environment is inherent in the existing organizational structure of the Department. The safety program is a “Living Document” which means that as federal, state and local safety related legislation is adopted, amended and incorporated, and whereas the work environment is ever changing, so shall the safety program be revised to meet those changes in the workplace.

At DJJ, safety is the responsibility of each and every employee. Each employee is responsible for:

1. Seeking and obtaining information and training on hazards in the workplace such as reading the Chemical Material Safety Data Sheets (MSDS).
2. Maintaining safe workplace conditions, following safe work practices, and wearing approved personal protective equipment as required while performing one’s job duties.
3. Notifying one’s supervisor of unsafe conditions, work practices and procedures in a timely manner.
4. Correcting unsafe conditions and activities where possible, and providing recommendations to one’s supervisor of how such conditions and activities can be corrected.
5. Reporting immediately to one’s supervisor any work-related accident, injury, or illness.

By working together, we can succeed in creating a safe workplace for all to enjoy.

Safety Guidelines

_All job hazards should be identified. If you do not know the safe way to do your job, ask your supervisor for instructions. You can also refer to the United States Occupational Safety and Health Administration (OSHA) for the proper way to conduct a “Job Hazard Analysis.” Most accidents can be avoided and DJJ is very interested in all employees following precautions necessary to ensure safe operations. The following guidelines are provided for DJJ employees:_

Accident Frequency

At the Department the highest frequency of accidents involve offender on staff incidents. Direct care staff are referred to the Protective Action Response (PAR) Rule 63H-1.001-.016 (http://www.djj.state.fl.us/rules/documents/63H-1.pdf) which governs procedures for the use of verbal and physical intervention techniques and mechanical restraints.

The Department’s second highest frequency of accidents involve routine work procedures in the office, slips, trips and falls. Listed below are helpful hints to prevent accidents.

Slips, Trips and Falls

Falls can be prevented, but only if everyone on the job does his/ her part.

1. Always be alert to potential fall hazards in unfamiliar surroundings. Spot check walkways and work areas to be sure that no trip or slip hazards exist.
2. If you find a fall hazard, make sure that something is done to correct it.
3. Good housekeeping is essential. Don’t leave loose objects on walking or working surfaces.
4. Never leave water or oil spills unattended. If they can’t be cleaned up immediately, set a barrier down so that people know about the hazard.
5. Never allow an object to sit on stairways or ramps. Cartons, boxes, and other obstacles are especially dangerous stairways or ramps.
6. Report loose or damaged handrails, stairway treads, mats, and walkway runners. Sometimes even a small worn spot can cause someone to trip.
7. Slow down to negotiate turns and corners; or, if there is ice, obstacles, limited visibility and heavy traffic.
8. Realize that there are hazards involved in going "off road." A shortcut across the lawn or through the rocks may not be the best choice.
9. Limit your load. Make sure your load doesn't obstruct your vision.
   Whenever possible, use wheels of some kind so you can push or pull your
   load instead of carrying it.
10. Maintain three points of contact on stairs or ramps by using a handrail.

The following guidelines are provided as general precautions to ensure a safe working environment in the Department:

**General Safety**

1. If in doubt about the meaning of safety requirements, ask your supervisor.
   Ignorance of safety precautions is no excuse.
2. If you are injured on the job, report the injury immediately to your
   supervisor, no matter how slight, and complete a First Report of Injury
   Form. If the injury is serious, you will be directed to the proper outside
   medical treatment facility.
3. Report to your supervisor all unsafe conditions in the workplace, including
   defective tools or other equipment.
4. Be aware of the surface on which you are working and be alert to the
   danger of slips and falls. If you see a spill, wipe it up. Wear shoes
   appropriate to the surface on which you are working or walking.
5. If you drive any type of vehicle, use reasonable care to ensure safe
   operation. Excessive speeds or reckless driving will not be tolerated.
   Wearing of seatbelts is mandatory in accordance with State law.
6. Do not use defective equipment or tools. If the proper tool is not available,
   request assistance from your supervisor before proceeding.
7. Get assistance in lifting or moving any item which is so bulky, awkward, or
   heavy that you feel you are unable to handle it safely.
8. Do not reach into equipment that is in motion.
9. If you are unsure of how to operate a machine or perform any assigned
   task, ask your supervisor before proceeding. Do not remove guards from
   machines.
10. Know the location of emergency exits and fire-fighting equipment in your
    work area.
11. Good housekeeping and proper hygiene practices should always be
    applied. Keep work areas neat and clean at all times.
12. Be familiar with the location and contents of Material Safety Data Sheets
    (MSDS).

The MSDS sheet is information provided by chemical manufacturers,
importers and distributors that provides you with all the detailed
information on the chemical's properties, its health and physical hazards,
how to store and handle it safely, and what to do for a spill or other
accident. Your workplace must maintain an MSDS for each hazardous
chemical handled or stored in the workplace. The MSDS must be readily
available to you in your workplace at all times.
13. Absolutely no horseplay is ever permitted.
14. Drive and park safely.
15. Obey warning tags and signs. They are posted to point out hazards.
16. New or inexperienced employees need special attention. Call their attention to dangerous work practices and teach them the proper safe method of doing their job.

The following tips are provided based on the frequency of accidents in the Department and to help you practice the safe operations in the workplace:
Lifting and Handling Materials

1. Be sure you have good footing. Your feet should be close to the object to be lifted and far enough apart for good balance (about shoulder width). Place one foot slightly ahead of the other. Your toes should be pointed slightly outward.

2. When lifting a heavy object, shift the load or your body until you are in a position to make a straight lift. Never lift while in an awkward position.

3. When making a lift from the floor, keep your arms as straight as practical, bend your knees, then lift with the powerful muscles of your legs.

4. Keep your back straight as possible; don’t arch it.

5. Remove greasy substances from hands before attempting to lift. Get a good handhold.

6. Lift the object slowly, straightening your legs, keeping the load close to you as you come up. (Again, by keeping your spine straight, you force your leg muscles to do the lifting).

7. If you have to change direction, do not twist your body. To turn, move only your legs and feet.

8. To set down the object, reverse the lifting procedure. With back straight, bend knees and go down to the crouching position.

9. If it is necessary to lift from an elevation such as a bench, table or shelf, bring the object as close to your body as possible and keep your back straight as you lift with your legs.

10. Ask for help when, because of excessive weight, bulk or awkward shape, the load cannot be handled safely by one person. Use material handling aids as much as possible.
Machinery Safety

1. Do not operate a piece of machinery unless you are authorized and trained to do so.
2. Stop machines and lock and follow lockout/tagout procedures before oiling, cleaning or making repairs; never attempt to make adjustments or clear a jam while the machine is running.
3. After making repairs or adjustments to a machine, replace guards before a machine is started then remove the lock and tag. If multiple tags are used, locate all users!
4. When you find it is necessary to leave the machine to which you are assigned, shut it down, if possible.
5. Before operating a machine that has a dangerous point of operations, make sure the guard is in place and properly adjusted.

6. Safety locks, chains, or tags are to be used when performing maintenance and/or servicing a machine. These devices cannot be removed except by the installer.

Repetitive Motion Injury (RMI) Prevention (Ergonomics)

1. Increase Work Gradually: Your body needs to get used to new movements. Begin slowly, and gradually build your speed and workload.
2. Reduce Repetitions: Avoid repeating actions, as much as possible. Or if several different movements are possible, switch from one to another from time to time.
3. Pace Yourself: Take breaks to give your body time to recover. Adjust your pace to prevent extreme tiredness. If possible, stand up and stretch from time to time.
4. Keep Your Elbows at a Right Angle: Adjust your chair or work surface so elbows from roughly a 90-degree angle. This produces less stress on tendons and nerves.

5. Adjust Your Chair, Work Surface, Keyboard, or Other Objects: Even a slight change in angle, height or distance can make a major change in the stress on your body. Feet should be firmly stationed on the ground.
6. Change Positions: Frequent changes in posture or work position help reduce stress in a single area of the body.

7. Keep Your Wrist as Straight as Possible: A bent wrist, especially when combined with pressure, increases stress on the wrist tendons. Arrange your work accordingly.

8. Pad Corners, and Use Cushion Tools or Other Devices: Softening the contact between body tissue and a hard surface helps make your work more comfortable - and an RMI less likely.

9. Monitor Height: Video Display Terminals should always be at eye level, with a viewing distance of at least 24" - 27" in order to reduce neck muscle stress.

10. Minimize Eye Fatigue: Position VDT at a 90-degree angle from window to reduce glare. Rest your eyes frequently by looking at points away from the monitor.

**Personal Protection Equipment (PPE)**

1. Wear the approved and assigned proper personal protective equipment while engaged in operations having exposures that can result in an injury.

2. Wear shoes that give adequate protections. Most foot injuries can be substantially reduced if proper foot protection is worn.

3. When working on or near machinery, do not wear worn or ragged clothing; keep outer garment buttoned or otherwise fastened; keep rags and other bulky items out of pockets.

4. Hair must be secured with hairnets when necessary, in conformance with state and federal food processing regulations.

**Universal Precautions (Bloodborne Pathogens)**

"Universal Precautions" will be observed and enforced at the Department in order to prevent contact with blood or Other Potentially Infectious Materials (OPIM). All blood will be considered infectious regardless of the perceived status of the source individual. Under circumstances in which differentiation between body fluids is difficult or impossible, all body fluids shall be considered infectious materials such as urine, feces, spinal fluid, brain fluid, mucus and all body secretions.
**Housekeeping**

1. Work areas should be kept clean and clear. Tools and materials should be neatly and securely stored.
2. Store waste, oily rags and other flammable material in receptacles provided for that purpose.
3. Trash containers must not be overfilled.
4. Keep exits clear at all times.
5. Keep stairway and landings clear and free from material or dirt.
6. When a slippery substance such as water or oil is spilled on the floor, clean it up immediately.

**Ladders**

1. Use only Operational Safety and Health Act (OSHA) approved ladders.
2. Do not use broken or damaged ladders. Surplus them immediately. Ladders to be surplused must be tagged "DO NOT USE."

3. Ladders should not be placed against a moveable object.
4. The base of the ladder must be set back a safe distance from the vertical - approximately one fourth of the working length of the ladder. Ladders used for access to a floor or platform must extend at least three feet above the landing.
5. Areas around the top and base of the ladder must be free from tripping hazards such as loose material, trash, and electrical cords.
6. You must face the ladder at all times when ascending or descending.
7. Step ladders must be fully opened to permit the spreader to lock.
8. You are prohibited from standing on the top two steps of the stepladder.
Fire Procedure
KEEP CALM ...... REPORT ALL FIRES AND SMOKE.

The following procedures are necessary if a fire is spotted:

1. Sound the internal fire alarm.
2. Notify office staff and remove personnel from the building.
3. Notify the fire department by calling 911. Dial 9-1-1 and Public Safety will simultaneously be notified of the emergency and your whereabouts.
4. When calling 911, please provide them with the following information:
   1. (name)
   2. (address)
   3. What is burning (machines, paper, etc.)
   4. Location of fire (roof, plant, office, dorm, etc.)
   5. Type of fire (electrical, liquid, chemical, etc.)
5. Attempt to extinguish the fire with the use of on-premises equipment (extinguishers, hoses, etc.). To ensure employee safety, this is to be done only during the early stages of the fire.
6. Check driveways to see that they are clear for entry of fire fighting equipment. Direct the firemen to the fire if necessary.

Re-entry onto the property will not be permitted until it is declared safe to do so by someone with executive authority or by the local fire/law enforcement official(s).