

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION**

319

WORKPLACE SAFETY

Supersedes: AR 319 (08/13/10); (Temporary, 07/17/14); 09/16/14; (Temporary, 07/05/17)
Effective Date: 08/30/17

AUTHORITY: NRS 199.300, 200.571, 200.575, 201.255, 202.840, 203.119, 207.180, 209.131, 618.353, 618.375, NAC 284.650, 618.540, State Administrative Manual (SAM) 0521.0; United States Department Labor Occupational Safety and Health Administration (OSHA) regulations

PURPOSE

To establish guidelines to be implemented required to be implemented at NDOC institutions and facilities, in compliance with federal and state law, that work to promote the safety and health in the workplace.

RESPONSIBILITY

The Director, through the Deputy Directors, shall be responsible to ensure compliance with all workplace safety regulations.

The Wardens are responsible to ensure implementation with all workplace safety regulations at their respective institutions/facilities including, but not limited to the completion of hazard assessments; and ensure the personal protective equipment (PPE) is utilized, as appropriate.

Department employees are responsible to have knowledge of and comply with this regulation.

319.01 TRAINING

1. At time of new hire appointment, employees must sign an acknowledgement of receipt of the pamphlet, *Nevada Workplace Safety, Your Rights and Responsibilities*.

A. The signed acknowledgement form will be placed in the Department personnel file.

2. The Department Staff/designee shall present topics on workplace safety during Pre-Service Training (PST).

3. The Department Staff/designee shall present topics on workplace safety in refresher training every two (2) years or as required.

A. Employees are required to sign an acknowledgement form indicating they received this training.

B. The signed acknowledgement form will be placed in the employee's training file.

4. All proposed safety and health training programs and material shall be submitted to the Compliance Enforcement Unit for review and approval prior to implementation.

5. Safety responsibilities must be included in work performance standards.

319.02 SAFETY RULES

1. Employees are expected to follow safe practices and cooperate with the safety committees.

2. All rules and procedures as identified by the Department or the Occupational Safety and Health Administration (OSHA) are to be followed:

3. All work-related injuries and illnesses are to be reported as outlined in AR 329.

4. Safety hazards are to be reported immediately through the chain of command. Should the chain of command fail to address a reported safety and/or health issue from an employee, the employee has the right to contact the Compliance Enforcement Unit directly.

A. Supervisors shall enforce safety rules.

B. Supervisors shall maintain a safe and healthy work environment by identifying and controlling unsafe work practices and procedures.

C. Supervisors are required to forward a copy of all workers' compensation documents to the loss control coordinator, the insurer and the institution's workers' compensation liaison per AR 329.

5. The Department shall furnish proper and safe tools and equipment to include any personal protective equipment necessary.

6. Supervisors shall immediately investigate all reported accidents and injuries in accordance with AR 329.

7. Employees are encouraged to submit suggestions or comments regarding the workplace safety program through any safety committee member, or submit a Safety Concern Report form (DOC 018) located on the Stewart Shared Drive "Forms."

319.03 SAFETY COMMITTEE – CENTRAL OFFICE

1. The Department shall establish a safety committee at central administration.

2. Members of the Safety Committee shall include:
 - A. One representative from each functional area, such as accounting, fiscal services, offender management, medical, purchasing, personnel, inmate services, and at least one employee representative who is elected by the employees.
 - B. Each elected employee representative will serve a minimum term of two (2) years.
3. Elections shall be announced and conducted.
 - A. A notice of vacancy/election shall be posted in an area accessible to all employees as committee vacancies occur.
 - B. The notice shall include the purpose and duties of the committee and the frequency of meetings.
 - C. Employees interested in serving on the committee should submit their names, through their chain of command.
 - D. The election shall be by ballot distributed to all employees.
 - E. At the time of appointment, the Central Office shall, in writing, notify the Compliance Enforcement Unit of the name of newly elected safety committee member.
4. Duties of the Safety Committee in central office should include:
 - A. Oversee the identification and assessment of training needs and perform inspections.
 - B. Identify patterns that may indicate causes and severity of safety incidents and identify changes necessary to correct these hazards.
 - C. Make arrangements for, and provide updated training as necessary.
 - D. Ensure that all required safety posters and information are posted in a place accessible to all employees.
 - E. Review safety reports and make recommendations to management based upon those reviews.
 - F. Ensure the safety committee's records are kept and a copy provided to the Compliance Enforcement Unit.
5. Safety meetings shall be held on a quarterly basis.

- A. Minutes shall be taken at all meetings and posted or distributed for employee review.
- B. Minutes of the meetings shall be maintained by the chairperson for at least three years.
- C. A copy of the minutes shall be forwarded to the Compliance Enforcement Unit.

6. Members of the safety committee shall be compensated as if they are engaged in their usual work activities whether attending meetings, conducting authorized inspections, or any other committee related activity. Committee related activities should be conducted during regular working hours, unless otherwise approved by the Deputy Director of Operations.

319.04 SAFETY COMMITTEE – INSTITUTIONS

1. The Warden shall establish a safety committee for their institution and related facilities.
2. Members of the safety committee shall include:
 - A. An Associate Warden, who shall serve as chairperson.
 - B. One representative from each functional area, such as food services, custody, maintenance, and at least one employee representative who is elected by the employees.
 - C. Each facility that falls under an institution shall have one representative.
 - D. Each elected employee representative will serve a minimum term of two-years.
3. Elections shall be announced and conducted at each location.
 - A. A notice of vacancy/election shall be posted in an area accessible to all employees.
 - B. The notice shall include the purpose and duties of the committee and the frequency of the meetings.
 - C. Employees interested in serving on the committee should submit their name through their chain of command.
 - D. The election shall be by ballot. The ballots shall be distributed to all employees.
 - E. At the time of appointment, the Warden shall, in writing, notify the Compliance Enforcement Unit of the name of newly elected safety committee member.
4. Duties of the safety committee should include:
 - A. Assess the vulnerability of workplace safety based upon incident reports.

- B. Coordinate and recommend preventive actions to the Warden.
 - C. Identify and assess training needs, perform inspections, respond to and analyze reported incidents and audit the institution's workplace safety program.
 - D. Review safety incidents from institution, camp or facility associated with institution.
 - E. Analyze and review existing records identifying patterns that may indicate causes and severity of safety incidents; recommend changes necessary to mitigate hazards.
 - F. Conduct or assist with safety inspections to determine underlying causes of incidents or hazards and assist in developing preventive measures.
 - G. Support a safe and healthy work environment by identifying and controlling unsafe working conditions, practices and procedures.
 - H. Alert management to the need for proper tools, equipment, and safety mechanisms.
 - I. Make scheduled safety checks and forward reports to the Compliance Enforcement Unit.
 - J. Ensure that all required safety posters and information are posted in a place accessible to all employees.
 - K. Communicate safety concerns of employees to management.
 - L. Communicate unresolved safety issues and hazards to the Compliance Enforcement Unit.
5. Safety meetings shall be held on a quarterly basis.
- A. Minutes shall be taken at all meetings and posted or distributed for employee review.
 - B. Minutes of the meetings shall be maintained by the chairperson for at least three years.
 - C. A copy of the minutes shall be forwarded to the Compliance Enforcement Unit.
6. Members of the safety committee shall be compensated as if they are engaged in their usual work activities whether attending meetings, conducting authorized inspections, or any other committee related activity. Committee related activities should be conducted during regular working hours, unless otherwise approved by the Warden.

319.05 Personal Protective Equipment

1. Personal Protective Equipment (PPE) is designed to protect employees from serious workplace injuries or illnesses. There are many types of PPE to protect the eyes, face, feet, head, and extremities.

2. PPE shall be provided in the size that fits the employee.
3. PPE shall be made available to the employee so they can adequately protect themselves.
4. The employer is required to train employees who are required to wear PPE in the following:
 - A. Use PPE properly,
 - B. Beware of when PPE is necessary,
 - C. Know what kind of PPE is necessary,
 - D. Understand the limitations of PPE in protecting employees from injury/illness,
 - E. Don, adjust, wear, and doff PPE, and
 - F. Maintain PPE properly.

319.06 HAZARD ASSESSMENTS

1. The Warden or designee at each facility and their related facilities shall conduct hazard assessments of their workplace to determine what hazards are present that require the use of PPE, provide workers with appropriate PPE, and require them to use and maintain it in a sanitary and reliable condition.
2. Each essential function shall have a completed hazard assessment that identifies PPE.
3. Hazard assessments may be necessary for specific tasks/operations that present hazards to an employee when performing such tasks/operations and must identify PPE.
4. Using PPE should be the last line of defense when engineering, administrative, and work practices controls will not reduce or eliminate the hazard(s).
 - A. Engineering Controls – Physically changing a machine or work environment.
 - B. Administrative Controls – Involve changing how or when employees do their job, such as scheduling work and rotating employees to reduce exposures.
 - C. Work Practice Controls – Training workers how to perform tasks in ways that reduce their exposure to workplace hazards.
5. When completing hazard assessments, they shall be completed on form DOC 039 using the same format. Form DOC 039 can be retrieved from the Stewart Shared Drive, “Forms.”
6. The following completed hazard assessments shall be made available to employees.
 - A. Employee Work-Related Illness/Injury or Occupational Disease, AR 329
 - B. Hazardous Communication and Control, Use of Toxic, Flammable, and Caustic Substances, AR 443

- C. Fire Safety, AR 440
- D. Workplace Violence, AR 321
- E. Respiratory Protection Program, AR 364
- F. Respiratory Crystalline Silica Program, AR 365

APPLICABILITY

- 1. This AR requires an operational procedure.
- 2. This AR requires an audit.

REFERENCES

SAM section 0521(8), CFR 29.1910, OSHA



James Dzurenda, Director

8/30/17
Date

NEVADA DEPARTMENT OF CORRECTIONS
 PERSONAL PROTECTIVE EQUIPMENT
 HAZARD ASSESSMENT

Position Title/Operation/Task/Area Assessed

Eye and Face Protection
 Identify Hazards or Potential Hazards (Check all that apply)

- Flying Particles
- Molten Metal
- Liquid Chemicals
- Welding
- Acids/Caustic Chemicals
- Chemical Gases/Vapors
- Radiant Energy
- Lasers
- Other identified hazards:
- None of the above

Foot Protection
 Identify Hazards (Check all that apply)

- Carrying or handling materials which could be dropped causing injury
- Work in areas where objects could cause injury to one's feet
- Work involving manual material handling carts, bulk rolls, heavy pipe, steel etc. which could cause injury
- Nails, wire, screws or other sharp objects that could be stepped on puncturing a foot
- Electrical hazards that require insulating shoes
- Electrical hazards that require conductive safety shoes
- None of the above

Head Protection (Check all that apply)

- Falling Objects (working below others using tools or materials that could fall on a person)
- Electrical Hazard (exposed energized conductors)
- Class A Helmet (impact, penetration, low voltage electrical hazard)
- Class B Helmet (impact, penetration, high voltage electrical hazard)
- Class C Helmet (impact and penetration resistance only)
- None of the above

Hand Protection Hazards (Check all that apply)

- Thermal (hot)
- Thermal (cold)
- Abrasions
- Punctures
- None of the above or below
- Contact with chemicals (specify)
- (list any here)

APPLICABLE PERSONAL PROTECTIVE EQUIPMENT

Position Title/Operation/Task/Area Assessed:

EYE AND FACE PROTECTION:

1)

FOOT PROTECTION:

1)

HEAD PROTECTION:

1)

HAND PROTECTION:

1)

OTHER SAFETY EQUIPMENT:

1)

NOTES: