



Maryland Department of
Juvenile Services

Successful youth, Strong leaders, Safer communities.

POLICY

SUBJECT: Employee Risk Management Program
NUMBER: MGT-619-13
APPLICABLE TO: All DJS Employees
EFFECTIVE: 12/18/2013

APPROVED: _____/Signature on original/
Sam Abed, Secretary

I. POLICY

The Department of Juvenile Services (DJS or Department) recognizes its responsibility for providing its employees with a safe and healthy work environment, and is committed to meeting its state and federal obligations. Accordingly, the Department has implemented and actively supports the Maryland State Employee Risk Management Program.

This policy addresses the administrative and staff responsibilities for protecting the health and safety of employees performing their regular assigned duties and during emergencies. This policy formalizes the current practices for the State Employee Risk Management Program.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §9-203 and §9-204.
- B. Executive Order 01.01.1989.15
- C. Executive Order 01.01.2008.03

III. DIRECTIVES/POLICIES RESCINDED

- A. Employee Risk Management Program, 08.04.
- B. Job Safety, 08.03.

IV. FAILURE TO COMPLY

Failure to comply with the Secretary's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
Revised committee and review process.	December 2013



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PROCEDURES

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Lynette Holmes, Deputy Secretary

I. PURPOSE

The purpose of this policy and procedure is to provide guidelines to ensure safe and healthy work environment for its employees.

II. DEFINITIONS

In this policy the following terms have the meanings indicated:

- A. *Injured Worker's Insurance Fund (IWIF)* is the worker's compensation insurer for Maryland.
- B. *Risk Management Committee* means a committee comprised of the Department Risk Management Coordinator, a representative from each facility who serves as the safety officer, a DJS employee who is the designee of the collective bargaining agent, an IWIF consultant, and an IWIF adjustor charged with identifying risks and hazards, carrying out inspections, and making recommendations to the Regional Directors or Facility Superintendents, and where applicable, the Secretary. Upon advance request, a representative of the collective bargaining agent may attend the Risk Management Committee meeting.
- C. *Department Risk Management Coordinator* is the administrator appointed by the Secretary who is responsible for the planning, implementation, coordination, and evaluation of the state's Risk Management Program within DJS and is the liaison between the Department and the State Employee Risk Management Administration (SERMA) and the IWIF claims team.
- D. *Safety Officer* is a DJS employee who coordinates safety efforts and serves as the liaison to the Department Risk Management Coordinator.

III. PROCEDURES

- A. DJS shall establish a Risk Management Committee (“Committee”) to ensure that issues related to the health and safety of employees at each DJS residential facility are dealt with in a prompt and effective manner.

- B. Each facility shall designate one primary employee and one alternate to serve as the Safety Officer(s) for the facility. The Safety Officer shall make monthly inspections of the work site and report safety hazards to their facility’s safety Maintenance Director, Superintendent and the Department Risk Management Coordinator. The Department Risk Management Coordinator will maintain a list of all responsibilities of the Safety Officer.

- C. The Committee is responsible primarily for managing administrative issues related to health and safety such as the generation of policies and procedures. The Committee shall meet quarterly and is responsible for:
 - 1. establishing policies and procedures to address on-the-job health and safety issues;
 - 2. identifying risks and safety hazards through
 - a. inspections;
 - b. accident investigations; and
 - c. review of workers’ compensation injury reports;
 - 3. conducting monthly health and safety inspections and reports to identify potential hazards and unsafe work methods, and to determine the physical conditions of the work environment and materials;
 - 4. using the data collected to make recommendations for better management of hazards. These recommendations shall include:
 - a. safer work procedures;
 - b. health and safety promotional techniques;
 - c. health and safety training; and
 - d. accident investigation improvement;
 - 5. developing action plans to ensure risk and safety hazards have been addressed and corrected; and
 - 6. submitting reports for corrective action to the DJS Director of General Services, Superintendent or Regional Director, and the Department Risk Management Coordinator.

- D. **Safety and Security Inspections**
Each Safety Officer shall conduct a monthly inspection and report the results to the Department Risk Management Coordinator and the Regional Director or Facility Superintendent.

- E. **Health and Safety Training**
 - 1. In order to ensure that DJS personnel follow safe work practices, the Department Risk Management Coordinator shall coordinate training on

health and safety issues during pre-service training and throughout an employee's DJS career.

- a. Pre-Service for new employees shall include:
 - 1) hazard awareness, including any known potential risks and hazards at the workplace, and emergency notification procedures
 - 2) emergency evacuation procedures, providing general and specific guidelines;
 - 3) location and use of fire extinguishers and first aid kits;
 - 4) procedures for reporting unsafe conditions and any documentation required;
 - 5) accident reporting, including completion of the accident/incident report, employee's first report of injury, verbal reporting requirements, etc.; and
 - 6) workers' compensation benefits and conditions under which it is paid.
 - b. Ongoing periodic training and review shall be provided for all employees as follows:
 - 1) hazard awareness for new procedures, materials, etc., at the time they are put into service and brief hazard awareness review at least once annually;
 - 2) emergency notification any time procedures change, with a brief review annually;
 - 3) emergency evacuation procedures when existing procedures change, including when temporary situations (such as a stairway closed for repair) would prevent standard evacuation; and
 - 4) job instruction training whenever new methods, materials or equipment are put into use.
2. Supervisors shall provide training to new employees in the first month of employment by reinforcing job instruction training that breaks the assigned work tasks into steps and provides the new employee with health and safety precautions to be observed at each step, including
- a. the establishment of duties to ensure a safe work environment;
 - b. specific emergency evacuation procedures identifying primary and secondary routes the employee will follow;
 - c. safe and proper use of office equipment;
 - d. specific hazard awareness and reporting procedures;
 - e. procedures for reporting on-the-job injuries, including designated employee contacts; and
 - f. specific procedures and criteria for obtaining assistance, first aid or emergency care for the employee or co-workers in the event of an injury.

3. Where applicable, new employees shall be required to complete training in:
 - a. lifting, if the work tasks are likely to require lifting of heavy or awkward materials or objects;
 - b. motor vehicle safety, driver improvement or defensive driving for employees who will be driving state or personal vehicles in the performance of their work tasks; and
 - c. the appropriate use of restraints.
 4. Upon assuming their responsibilities, the Department Risk Management Coordinator shall provide training to supervisors in the following:
 - a. specific responsibilities for providing job-related health and safety training for their subordinates; and
 - b. recognizing and reinforcing safe work behavior, using progressive discipline to address unsafe work behavior, and including work safety as a component of performance evaluations.
- F. Employee Safety Promotion Program
- Well-planned promotion can enhance the effectiveness of the DJS Risk Management Program. To help ensure that all employees can explain, demonstrate, and follow the safest work procedures and identify potential risks and hazards, the Department shall promote safety by providing information and training to all personnel, recognizing personnel who display safe work habits, and publicizing its commitment to the health and safety of all staff.
1. Supervisors shall advise their employees of safe work habits and reinforce these habits in the annual Performance Evaluation Planning (PEP) rating.
 2. Work time will be allocated for Risk Management Committee meetings.
 3. Employees shall always be required to choose "safer" over "faster."
 4. Health and/or safety awareness education shall be conducted each year. The Risk Management Committee shall develop these education opportunities with the approval of the Secretary.
 5. The Department shall participate in health and safety programs provided by the State Employee Risk Management Program (SERMA) pursuant to Executive Order 01.01.2008.03, including participation in:
 - a. a department-wide safety and health risk assessment and program evaluation in accordance with guidelines established by the SERMA program;
 - b. annual health and safety inspections of all facilities documenting the findings and corrective measures needed; and
 - c. safety and health training for all employees that is focused and directed towards all known work place health and safety hazards and appropriate preventive procedural guidelines to protect the health and safety of employees.
 6. The Risk Management Committee shall review and update this policy annually.

IV. DIRECTIVES/POLICIES REFERENCED

None

V. APPENDICES

None



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DJS POLICY AND STANDARD OPERATING PROCEDURES Statement of Receipt and Acknowledgment of Review

SUBJECT: Employee Risk Management Program
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I have received and reviewed a copy (electronic or paper) of the above titled policy.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINTED NAME

DATE

**SEND THE ORIGINAL, SIGNED COPY TO THE DJS OFFICE OF HUMAN
RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.**