

City of St. Louis Department of Public Safety/Division of Corrections  
**POLICY & PROCEDURES**

<b>CHAPTER:</b>	2	Physical Plant	2.5.7
<b>SECTION:</b>	5	Safety and Sanitation	<b>EFFE7TIVE DATE:</b> 3 / 21 / 2020
<b>SUBJECT:</b>	7	<b>Employee Safety</b>	
<b>STANDARDS: ACA – 4 – ALDF: <span style="color: blue;">None</span></b> City of St. Louis Administrative Regulation No. 135			
<b>APPROVED:</b>			<b>REVIEW DATE</b> 7 / 21 / 20
_____ <b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 2.5.7 dated 11/27/17 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to take appropriate measures to protect the health and safety of its employees in the performance of their assigned work and maintain a work place environment free from hazards and injuries.

**II. RESPONSIBILITIES**

All Divisional of Corrections employees, contractors, vendors, and volunteers are responsible for adhering to the following procedures.

**III. DEFINITIONS**

**Horse Play:** Boisterous play not related to employee job duties or authorized by the supervisor.

**Safety Coordinator:** In this policy, “Safety Coordinator” is used interchangeably to imply “Safety Officer.” (See ‘Safety Officer’).

**Safety Officer:** An employee trained in fire prevention and life safety, and is assigned to coordinate the Division’s safety program and to act as the liaison between the Division and other City agencies and offices concerned with safety and health issues.

## **I V    PROCEDURES**

### **A.    General Information**

1.    The Commissioner of Corrections will appoint a Safety Officer to coordinate the Division's safety program. The Safety Officer will be qualified for this task either by experience in a related discipline or credentials, or by attending training established for that purpose. While fulfilling the responsibilities of this position in the Division, the Safety Officer will functionally report to the City Safety Manager as appropriate, and the Commissioner of Corrections/designee.
2.    The Appointing Authority will establish a Safety Committee and an Accident Review Committee. The Safety Committee and the Accident Review Committee will be chaired by the Divisional Safety Officer and will be staffed by Divisional employees and contractors.
3.    The Safety Committee will also serve as Accident Review Committee for the Division.
4.    A safety file will be established in each of the Divisional facilities to maintain documentation of training, employee qualifications and exposure records. The Division will make these files available for inspection by the City Safety Manager and/or as required by City Code.
5.    On occasion, safety instructions may be issued by supervisors and/or management. Staff will be responsible for obeying such directions whether they are verbal or written.
6.    It is the sole responsibility of each individual employee to use personal initiative by working safely and to know and observe the safety rules and work safe practices.
7.    Employees will be disciplined including and up to dismissal for willful violation of the established Divisional or City of St. Louis safety rules.
8.    Employees are required to report any accident and/or injury, verbally and in writing no matter how minor, in an Incident Report, to their immediate supervisor on the day of the accident or injury. (See policy # 1.3.20: Staff on-the Job Injury & Fit for Duty). Employees will be disciplined including and up to dismissal if there is no extenuating reason for failing to report the accident or injury when they occur.

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9. Contractors and volunteers are required to report any accident and/or injury they sustained while working in the facility, verbally and in writing to the on-duty Supervisor/Unit head, on the same day of the accident.
10. When staff reports an injury, the immediate Supervisor will complete the Accident / Incident Report, and the Report of Injury Form, as well as the Supervisor Injury Data Analysis for every injury and/or accident, on the same day; and the reports forwarded to the Chief of Security/Unit head within one working day of the accident.
11. Staff will familiarize themselves with the location of all emergency equipment in their work area and will be trained in the proper operating procedures for that equipment.
12. The first order of a Correctional Officer's job function is to think security and be security conscious. Correctional Officers will adhere to all regulations pertaining to inmate searches, escorts, interaction, and supervision in general. Staff must read and understand the Divisional policies and procedures and apply them in their routine job functions.
13. Correctional officers will use Inter Personal Communication (IPC) Skills as the first line of defense against aggressive or combative inmate. If the inmate attempts to escalate the situation, the Correctional Officer will de-escalate that situation.
14. Correctional Officers will avoid entering into verbal argument or altercation with the inmate. Correctional Officers are expected to be fair and firm when dealing with the inmates. An order given to the inmate should be simple, direct and clear.
15. Correctional Officers shall attempt to know and address inmates by their names. When addressing an inmate, the Officer is not to do so in a demeaning manner, i.e., addressing a grown man as "boy," etc.

**B. Facility Safety and Accident Review Committee**

1. Safety and Accident Review Committee members will comprised of, but not limited to any three of the following:
  - a. Safety Officer-(Chair person),
  - b. Detention Center Superintendent,
  - c. Representative from the major sections of the facility, such as:
    - 1) maintenance,

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- 2) food service,
  - 3) medical,
  - 4) custody,
  - 5) program services,
  - 6) Training Academy
2. The Committee will meet monthly to discuss occupational health and safety issues and will review the previous month's injury and accident reports.
  3. In the event of specified needs, the committee will select members to inspect areas of the facility and report findings in writing back to the committee.
  4. The Committee will:
    - a. Develop and recommend training guidelines for safety training and improvement, and will send the recommendations to the Appointing Authority and Unit heads.
    - b. Unit heads will develop a plan of action for implementation and submits the plan to the Commissioner of Corrections for approval
    - c. When approved, and received from the Commissioner/designee, the Policy committee chair person will incorporate the plan into Divisional procedure and work rule as appropriate.
  5. The Safety Committee, chaired by the Safety Officer, will conduct a monthly analysis of employee injuries. The committee will identify problems and recommend corrective action and remedial training. The Safety Officer will ensure the corrective action is implemented.

**C. Inspections**

1. All supervisors will inspect their work areas daily to:
  - a. Identify unsafe conditions and report to the Safety Officer any existing or potential workplace hazards and safety violations.
  - b. Make sure aisles, floors, and walls are free of debris and other unnecessary items so that employees can move without obstruction in the normal course of business and during emergencies.
  - c. Be cognizant of work unit equipment for malfunctions and issue maintenance requests where appropriate.

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- d. Arrange for the removal of any items from the work area that is not needed for the flow of business or the enhancement of employee comfort.
  - e. Ensure the disposal of all trash, waste, and scrap.
  - f. Ensure that all toxics and chemicals used for cleaning the Housing Units are monitored when used, and are properly labeled, stored and secured at all times.
2. Additionally, safety and sanitation inspections will be conducted according to the procedures and schedule outlined in Policy #1.1.20: Administrative Inspection; and DOC #2.5.1: Safety and Sanitation).
  3. The Safety Officer will conduct an annual environmental inspection and safety audits in coordination with the St. Louis City Health Department, the Fire Marshall, and the State of Missouri Dept. of Natural Resources (Environmental Inspections), and Risk Management for City Insurance Company, etc. Corrective actions will be documented by the Safety Officer.
  4. Inspection of food service areas are addressed in Policy #4.1.2: Health and Safety Regulations.

**D. Safety Rules and Precautions**

1. Spills and wet floors are major causes of injuries in the workplace. If you cause a spill of a non-hazardous substance, place a Wet Floor signs to protect the area and be responsible for its cleanup. Do not remove the signs until the hazard has been eliminated. Staff will avoid these areas until hazard has been eliminated.
2. If you cause a spill of a hazardous substance, immediately notify your supervisor and, comply with the cleanup, or evacuation recommendations of the manufacturer of the material. If you discover an unprotected spill, protect the area by placing a Wet Floor sign, notify your supervisor and arrange for the cleanup. Staff will avoid these areas until hazard has been eliminated.
3. Traffic areas will be kept clear of trash and other debris at all times.
4. Power cords and telephone cords will not run in hallways or walkways where they will present a tripping hazard.
5. Staff will not use appliances, tools or machinery with frayed electrical cords. Staff will bring such items to the attention of their supervisor. These items will be removed from service and will not be used until they can be repaired or replaced. Staff will take every precaution and will not knowingly use defective equipment/furniture.

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6. Paints and other flammable liquids will be stored in the warehouse in a fireproof cabinet. Flammable cleaning fluids used in the Armory will be stored in a fireproof container in the Armory. (See policy #2.5.3: Flammable, Toxic and Caustic Materials).
7. When storing and stacking items, heavier items will be stacked on the bottom of the pile.
8. Loose items will not be piled on high shelves, bookcases or cabinets where they may be subject to falling. Staff will ensure that these items are stacked and properly secured.
9. Staff will not engage in horseplay while on the job. Horseplay is one of the leading causes of serious injury on the job. Employees will be subject to disciplinary action for violation.
10. When sitting in a chair, staff will sit on the seat of the chair. Staff will not sit on the arms or the back of the chair and will keep their legs and the chair legs on the floor at all times. Staff must report defective chair/equipment to their supervisor. Defective chair/equipment will be removed from service and will not be used until they can be repaired or replaced. Staff will take every precaution and will not knowingly use defective equipment/furniture.
11. Staff will use the appropriate safety-approved ladder for climbing. Chairs, tables, file cabinets, desks and/or boxes will never be used as a ladder. Before using ladder employees will do the following:
  - a. Check the ladder for cracks, breaks, loose nuts and bolts, broken rungs, or other defects,
  - b. Set the ladder on a firm, level surface, prior to use.
  - c. Climb one step at a time,
  - d. Use both hands while climbing.
  - e. For additional instruction, see and adhere to instruction on the ladder.
12. When using the stairs, staff will take one step at a time and will use the handrail for support. If responding to an emergency situation, staff will not take unnecessary chances when using the stairs.
13. Staff will not run in the facility unless responding to an emergency situation. Responding staff must be extremely alert to avoid causing injury to themselves or other staff members.

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14. When walking, always look where you are going. Avoid reading and other distractions and be especially alert when approaching blind corners or closed doors that could suddenly open into the walkway.
15. Staff and supervisors will ensure that doorways and emergency exits will remain free from obstructions.
16. Staff will take necessary precaution when handling or working around or in the proximity of hot objects; such as, coffeepots, stove tops, microwaves, welding and cutting touches, etc. Space Heaters are prohibited in all Divisional facilities.
17. Employees working on electricity or electrical equipment must observe and follow the tag-in tag-out procedures.
18. Cleaning supplies will be properly labeled and stored in a safe place and in the appropriate containers immediately after using them. All unused cleaning chemicals and equipment must be accounted for at the end of each Shift. (See policy #2.2.4: House Keeping and 2.5.1: Safety and Sanitation).
19. File and desk drawers will remain closed when not in use. When using a multi-drawer file cabinet, employee will not open more than one drawer at a time, to ensure that the cabinet does not tip forward.
20. Staff will immediately report all unsafe conditions, including defective equipment, chair, file and desk drawers, worn electrical cords, loose or worn carpeting, etc., to the Area Supervisor. The reporting employee will complete an incident report and forwards the report to Area Supervisor before the end of Shift.
21. Staff assigned to perform any special job detail will be required to wear clothing appropriate for the job assignment (i.e. footwear, eye protection, and headgear, etc.). The work supervisor will ensure that the appropriate clothing is available.
22. Staffs are required to observe personal hygiene and cleanliness at all times, for one's own protection and for the protection and consideration of fellow workers. Some examples of personal hygiene include: washing hands before eating, or after using the bathroom, and before going home; maintaining neatly appearance and staying well groomed.
23. Staff should not handle unidentified substances without wearing the proper personal protective equipment.
24. Supervisors will inspect their areas daily to ensure safety and health standards are maintained. Examples of safety problems are: wet floors, missing electrical covers, blocked passageways, etc. These problems must be addressed without delay.

**E. Equipment Operation**

1. Equipment operators will be provided proper safety and operational instructions by the work supervisor before using such equipment.
2. All fixed motorized equipment must have a list of operational and safety instructions. Employee will be trained by supervisors on the proper use of such equipment and:
  - a. Whenever possible, the actual instructions should be posted on or near the equipment. In all cases the operator must have signed the training and operational instruction sheet.
  - b. When not possible, these instructions must be kept in an area accessible to anyone using the equipment.
  - c. Supervisors will establish records verifying that the operator of such equipment has in fact been properly trained and is aware of all operational and safety instructions. These records must be maintained for a period of five years by the Unit head and the Safety Coordinator.
  - d. Equipment will be maintained in the original design. Safety guards or devices will not be removed. The supervisor will inspect and observe the use of equipment routinely to determine whether equipment is modified and the safety devices are used properly.
  - e. Employees will be responsible for adhering to all safety instructions associated with various equipment uses.

**F. Safety Equipment Used by Custody Staff**

1. Riot control gear will be assigned to custody staff responding to incidents requiring the use of such equipment. Only staff that has been properly trained and certified in the use and care of the equipment will use this equipment.
2. Self-Contained Breathing Apparatus (SCBA) will be available for specific emergency situations. Only staff that is properly trained will use this equipment.
3. Protective gloves and safety glasses will be available and will be used by staff when searching in the facility or during emergencies where body fluids may be present.
4. Staff will wear hard hats and safety toed shoes when working in the warehouse and food storage areas. Supervisors are responsible for ensuring that staff personnel working in these areas are properly equipped to work in these areas.

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5. Staff working in the cart wash area will wear safety eye protection and protective face masks at all times. Employees shall request and obtain the equipment through their supervisor.

**G. Office Staff Safety**

1. Accidents in the office present a major case of lost-time injuries in the workplace and office staff will take special precautions to prevent these accidents.
2. Electrical cords should not run across open areas where they could become a tripping hazard. If an electrical cord must run across a walkway or aisle, a rubber channel designed to enclose the cord will be used.
3. When using a chair with rolling casters, employees will seat themselves carefully, ensuring that they have a grip on the chair before they sit.
4. When using or loading a stapler, staff will ensure that their fingers are clear of the ejection slots before using it.
5. Office staff should wear proper and approved working shoes with adequate traction to minimize the possibility of slippage and fall. The wearing of flip-flop to work unless medically approved is prohibited. Employees may be disciplined for improper attire. (See Policy #1.3.28: Staff Dress Code).

**H. Correctional Officer's Safety and the Inmate**

1. Correctional Officers will maintain a safety distance in a possible aggressive situation. Staff will position themselves away from an inmate to ensure the opportunity to react against sudden aggressive inmate movement toward the officer.
2. Correctional Officers conducting security rounds in the Dormitory Housing Unit areas at MSI should maintain eye contact and walk closer to the wall than the cell bars to avoid the inmate reaching through the cell bars to grab or assault the officer.
3. Correctional Officers are required to monitor and when appropriate, retrieves any equipment issued to an inmate that could later be used as weapon or fashioned into a weapon.
4. Correctional Officers will not touch or come in physical contact with an inmate except during searches, authorized use of force, or assisting in medical emergencies.
5. Correctional Officers must always bear in mind that in most instances of inmate

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non-compliant behavior, a “show of force” is often effective in diffusing a situation and preventing staff injury than abrupt use of physical force. Therefore, custody staffs must follow written procedures before using physical force to gain control.

6. Correctional Officers must know, remember, and use their Ten-Code signals as part of their safety assurances. (See DOC#3.1.15: Facility Radios).

**I. Lifting and Carrying**

1. When lifting objects manually, staff will observe the following safe work principles:
  - a. Be sure that the item(s) being lifted is not too heavy and that the pathway is clear of obstructions.
  - b. Get a good solid footing before attempting the lift.
2. When lifting objects lower than the waist, bend the knees and crouch down to grasp the object. Place the feet about a shoulder width apart and lift with the legs.
3. Always lift and carry the load close to the body to reduce the strain on the back, neck and shoulders. Do not over extend when lifting an object or setting it down.
4. If a load is too heavy or too bulky to handle without placing unnecessary stress on the body, request assistance from other staff.
5. Staff will ensure that their view is not obstructed when carrying a large object.
6. When lifting and/or changing direction while carrying an object, do not twist the body. Face the object squarely at all times and keep the weight in front.

**J. Counseling Hierarchy**

1. Employees involved in multiple accidents during their career with the Division will receive counseling regarding the importance of safety in the workplace.
2. An employee with two preventable accidents will complete a counseling session with the Shift Supervisor/Unit head. The counseling session will focus on overall safety and considerations. It will not focus on the specifics of the accidents.
3. An employee with three or more preventable accidents will be referred to the Training Academy by the Chief of Security/designee, or Unit head for additional training.
4. These counseling sessions are not intended as disciplinary measures, but will be

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used only as a tool to reinforce the importance of safety in the workplace.

**K. Disciplinary Measures**

1. In order to ensure safety regulations are followed, staff violating established safety regulation will be subject to disciplinary action, regardless of whether an accident or injury occurs.
2. The disciplinary action will not be used to punish staff for being injured but will be used only if a violation of a safety regulation has occurred.
3. Supervisors and Administration will apply progressive discipline, (See policy #1.3.13: Staff Discipline and Personnel Administrative Regulation No.117); and staff may be subject to the following measures:
  - a. Letter of Counseling
  - b. Written Reprimand
  - c. Suspension/Reduction in Pay
  - d. Termination

**L. Safety Officer**

1. The Safety Officer will report to the Appointing Authority/designee and is granted sufficient authority to implement the Division's safety plan, including but not limited to:
  - a. Developing procedures for identifying and controlling workplace hazards.
  - b. Developing and communicating safety plans and work procedures.
  - c. Assisting in conducting or providing for training supervisors and employees in safe and healthful work practices.
  - d. Developing and implementing an incentive system to encourage employees to report unsafe conditions immediately.
  - e. Conducting a thorough review of each accident, whether or not it results in an injury, to determine the cause of the accident and to prevent recurrence.
  - f. Maintaining a complete Chemical Inventory List and Material Safety Data Sheets reference manuals.
  - g. Assisting in the development of emergency plans.

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- h. Maintaining a listing of identified workplace hazards and abatement plans.
  - i. Conducting monthly and quarterly safety and sanitation inspections. Copies of the monthly and quarterly safety and sanitation inspections will be distributed to unit heads as appropriate.
2. The Safety Officer will supplement the Division's written safety plan by:
- a. Maintaining liaison with the City Safety Manager and other Agency Safety Coordinators within the City.
  - b. Advising the Appointing Authority/designee, managers, and supervisors, as appropriate, concerning occupational safety and health related matters.
  - c. Participating on the City Safety Committee and the City-wide Accident Review Committee.
  - d. Establishing workplace objectives to address the Division's safety goals.
  - e. Working with outside regulatory agencies, the City Safety Manager and the St. Louis Department of Health in health and safety audits.
  - f. Submitting monthly reports to include: safety issues needing corrective action; unresolved safety issues from the previous month; status of unresolved problems; injuries during the month; minutes from safety meetings; safety inspection reports; emergency drills conducted and evaluations; and, training provided to staff.